

# **Candidate Information Bulletin**

## ***Gas Work***

## ***Qualification Examination***

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The NYC Department of Buildings (“Department”) has contracted with CPS HR Consulting (CPS HR) to develop and administer examinations for various construction trades. Information in this candidate information bulletin is important for you to know and is relevant to every step of the examination process. It is your responsibility to read, know and understand this bulletin. You will be held accountable for the information contained within.

## Qualification Requirements

### Gas Work

Authorizes the holder of this NYC qualification to ensure compliance with the Gas Work plan and all safety requirements, pursuant to Local Law 150 of 2016 of the City of New York.

Applicants must meet **all** of the below requirements prior to their background application submission date:

- Be at least eighteen (18) years old;
- Be able to read and write the English language;
- Be fit to perform the work authorized by the qualification; and
- Have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of a Gas Work.

1. Has demonstrated an understanding of and proficiency and competency with gas work prior to the background application submission date, including (i) a working familiarity with the fuel gas code and the ability to apply the requirements of such code correctly, (ii) the application of skills relating to gas work on the job site, (iii) a working knowledge of the tools for gas work and the ability to utilize such tools properly and (iv) an ability to draft simple diagrams and interpret from drawings for the purpose of performing gas work, by satisfying a requirement that the commissioner shall establish by rule; and
2. Satisfies one or more of the following prior to the background application submission date:
  - 2.1 Such person is a registered journeyman plumber pursuant to article 409 of this chapter;
  - 2.2 Such person successfully completed an apprenticeship in plumbing through a program approved by the New York state department of labor and has at least one year of full-time experience performing or supervising plumbing work under the direct and continuing supervision of a licensed master plumber; or
  - 2.3 Such person has at least five years of full-time experience performing or supervising plumbing work under the direct and continuing supervision of a licensed master plumber, provided that at least one year of such experience occurred in the city.

To successfully qualify for the Gas Work Qualification, candidates must first pass a written examination. The Department has approved the examination content outline for the Gas Work written examination. The pass point listed for the written examination reflects the minimum competency required by Gas Works to successfully perform their job duties in a responsible manner that protects the public from harm.

## **Submitting Your Examination Application**

Before you can schedule your examination with CPS HR, you must submit a **typed** examination application and fee to the Department. Applications that do not include the examination fee will be returned to the applicant. Corresponding qualification examination applications can be found on the Department's website at <http://www1.nyc.gov/site/buildings/industry/applications-forms.page>. Any false statement on your application will result in you being deemed ineligible to take the corresponding qualification examinations and may result in severe civil and criminal penalties.

**Note:** All Special Examination Arrangement requests **MUST** be submitted with the application to be accepted. Please submit professional documentation of your disability with your application to help us determine the necessary testing arrangements.

## **Special Examination Arrangements**

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form located at <https://link.cpshr.us/DOBADAForm> and email to [nycdob@cpshr.us](mailto:nycdob@cpshr.us).

**Note:** Please submit professional documentation of your disability with your application to help us determine the necessary testing arrangements.

## **ESL (English is Your Second Language)**

Please note that a language barrier is not considered a disability. In order to meet the qualification requirements, applicants must be able to read and write in the English Language pursuant to Section 28-401.6 of the NYC Administrative Code.

## Examination Fee

The fee for the written examination is \$525. **The fee is nonrefundable** and does **not** include the qualification issuance fee for your qualification after you pass the examination.

The fee must be paid by money order **only** and made payable to the New York City Department of Buildings. Checks and cash will **not** be accepted. Please make sure to include the last four digits of your Social Security Number on the front of your money order and retain a copy of the money order receipt as your proof of filing.

## Scheduling Your Examination

You must complete and submit the written examination application as outlined on the Department's website, located at <http://www1.nyc.gov/assets/buildings/pdf/lic41.pdf>. Check the box that indicates your trade and submit the application with the \$525 fee (as noted above).

Once you receive an email notifying you that you are eligible to take the corresponding qualification examination, you are responsible for scheduling an appointment to take the examination.

You may only test one time per notification of eligibility. Each time you fail, you must reapply with the Department.

**Important:** You have six (6) months from your examination application date to take the examination. If you have not taken the written examination within six (6) months, you will need to reapply through the Department and pay the corresponding examination fee.

The examinations are administered by CPS HR's partner, *Pearson VUE*, at one of their several convenient test centers in and around the City. You may schedule via the Internet by clicking on the link found in your eligibility confirmation email. When registering for your examination, you will be provided with a list of available test locations and availability options. You will be able to choose the center that is most convenient for you.

## To Schedule an Examination Online

After your examination application with the Department has been accepted, you will receive a notice via email that you may schedule your qualification examination. This notice will provide the information you need to schedule your examination, including a link to the scheduling website.

**Important:** For best results, access the link from a desktop or laptop computer. Please avoid accessing the link and scheduling from a smartphone. The scheduling website is optimized for desktop/laptop browser use.

After scheduling the examination, you will receive a confirmation email with appointment details. Visit the CPS HR website at [FAQ \(cpshr.us\)](http://FAQ (cpshr.us)) for more information.

## Holidays

Testing generally does not occur on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the Friday after
- Christmas Eve and Christmas Day

If you have any questions regarding the scheduling process or experience any difficulty using the website, please contact CPS HR at 855-224-6977.

## If You Need to Cancel an Examination Appointment

You may cancel and reschedule an examination appointment without forfeiting your fee if your **cancellation notice is received two (2) calendar days before the scheduled examination date**. For example, for a Monday appointment, the cancellation notice would need to be received on or before the previous Saturday. The website link to cancel your appointment will be provided in your examination scheduling confirmation email. If you do not cancel or reschedule your examination two (2) calendar days in advance, you will have to submit another examination application and pay an additional fee. Cancellations do not extend the original six (6) month deadline to take an examination. It is your responsibility to ensure that you take the examination within the six (6) month period of eligibility.

## If You Missed or Were Late to Your Appointment

Your application will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee if you:

- Do not cancel your appointment at least two calendar 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

### **Examination Site Emergency Closings**

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. *Pearson VUE* personnel will attempt to contact you in this situation. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check the status of your examination schedule by visiting the *Pearson VUE* website at <https://home.pearsonvue.com/test-taker.aspx>.

## **Taking Your Examination**

Your examination will be given by computer at a *Pearson VUE* testing center. You do not need any computer experience or typing skills to take your examination.

Scores are based on the number of questions you answered correctly. You will not be given credit for any question answered incorrectly or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

### **Arrival**

On the day of the examination, you should arrive at least thirty (30) minutes before your scheduled examination appointment. This extra time is for sign-in, identification verification, 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 fee.*

### **Required Documentation at Examination Site**

Upon arrival, you will be required to present two forms of identification in order to take your examination.

The first form of identification must be a ***current and valid, government-issued identification with a photo***. In addition, it must contain your signature and the name on the identification must match the name you used to register for your examination. Acceptable forms of identification that meet these standards include the following:

- State Issued Driver's License
- State Issued Identification Card

- Current, US Government Issued Passport
- U.S. Government Issued Military Identification Card
- U.S. Permanent Resident card with a photo ("Green Card")

The second form of identification may be any non-expired identification ***with a photo***.

**If you arrive at the test center without IDs that meet the above requirements, you will not be permitted to test, and you will have to pay an additional examination fee.**

At the test site, you must complete the Candidate Information Collection and Candidate Attestation documentation processes.

### **Taking the Examination by Computer**

You do not need any computer experience or typing skills to take the examination by computer. If you would like to view a demonstration of the system before your scheduled test time, please visit: <https://wsr.pearsonvue.com/demo/>

### **Examination Review**

CPS HR, in cooperation with the Department, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions by using the comments button. These comments will be analyzed by CPS HR examination development staff. CPS HR does not respond to individuals regarding these comments but be assured that all substantive comments are reviewed.

## Testing Regulations

To ensure that all candidates are tested under equal and favorable conditions, the regulations and procedures outlined below will be observed. Failure to follow these procedures may result in the disqualification of your Gas Work Qualification eligibility.

CPS HR reserves the right to audiotape and videotape any written examination session.

Please note that the following security procedures will apply during the examination:

- No smoking, eating, or drinking is allowed in the examination center.
- You are not permitted to bring any visitors to the test facility (e.g., children are not allowed in the examination area).
- Copying or communicating examination content is a violation of security regulations and may result in the cancellation of your examination results and/or legal action taken under copyright laws.

### Personal Items

We recommend that you do not bring any unnecessary personal items to your examination appointment as storage may not be available.

- **Notes, books, calculators, highlighters, pens and pencils are not permitted. You will have access to an online calculator and scratch paper, pens, and pencils will be provided for you.**
- Electronic equipment (e.g., cameras, tape recorders, cellular telephones, PDAs, pagers) are not permitted in the testing areas.
- No hats, scarves, or other non-essential garments are allowed in the testing center.
- Pocket items beyond keys or a wallet are not permitted in the testing center.
- Other personal items (e.g., briefcases or backpacks) are not permitted in the testing center.

### Breaks

Once you have been seated and the examination begins, breaks are not permitted. You may leave the examination center only to use the restroom, and only after obtaining permission from

the proctor. In this case, you must also sign out/in on the roster and you will not receive extra time to complete the examination.

### **Misconduct or Disruptive Behavior**

Candidates who engage in any kind of misconduct, disruptive, or offensive behavior may be dismissed from the examination. Such behavior includes giving or receiving help, sharing supplies, 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.

Any candidate seen giving or receiving assistance, 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 Department and you may be denied qualification.

### **Weapons**

Weapons are not allowed at the testing center.

**Important:** Before an examination begins, the test center administrator will perform an inspection to ensure candidates are not in violation of any of the above rules and collect any materials that violate the rules.

### **Exam Security**

All test questions are the copyrighted property of the Department. 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 the Department's 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.

By registering for the exam, you agree to comply with all testing regulations required by NYC DOB and/or NYC DOB's authorized contractors administering the Qualification Exam(s). Furthermore, you agree without limitation that you will help maintain exam security by not: cheating; providing or accepting improper assistance; using unauthorized materials that are in any way related to the licensing requirements; allowing other persons to use any of your licensing exam answers or personal registration information; disclosing, publishing, reproducing, or transmitting any confidential information, in any form, to any third party (including those who have also taken the test); requesting any other individual to disclose any test or any part thereof to you; bringing in or taking out any materials from the examination area without permission; nor any other unauthorized behavior that violates exam security. **Failure to comply may result in fines; civil action; denial, suspension, or revocation of Qualification; indefinite ban from seeking a Qualification; or any other action that NYC DOB views as appropriate.**

## Examination Results

For written examinations, the Proctor will give you a printed score report immediately following completion of the examination. The report indicates overall score and grade and whether you passed or failed. Proctors do not have any information about these tests or scoring methods.

Whether you pass or fail, you will receive a printed score report following completion of the examination.

### Duplicate Score Reports

You can get a duplicate score report through your personal Pearson Vue web account any time after completing the examination.

## Obtaining Qualification

If you pass you are required to submit, in person, all required documents within one (1) year of passing the examination to the Department's Licensing & Exams Unit. Prior to submitting the Background Investigation Questionnaire, you must meet all of the requirements listed under 1 and 2 in the License Requirements. Please refer to the Department website for information regarding submission of documents. You have one year from the receipt of the notice of qualification to appear and furnish to the Department all requested original forms, documents and fees. Failure to do so will result in the denial of the qualification and will require a re-examination and reapplication.

If you have any questions regarding the application or the application process, please contact the Department of Buildings' Licensing & Exams Unit at [www.nyc.gov/buildings](http://www.nyc.gov/buildings) or email [LicenseExams@buildings.nyc.gov](mailto:LicenseExams@buildings.nyc.gov).

## Retaking the Examination and the Appeals Process

### Retaking an Examination

If you fail the examination, you must wait fourteen (14) days before re-applying for the examination. You may retake the examination, when available, up to three (3) times within a six (6) month period. Each time you wish to take the examination, you must reapply through the Department and pay the full examination fee. Candidates who fail the written test three (3) times within six (6) months must wait six (6) months before applying again to take the written test.

## **Release of Score Information**

Examination scores are released only with the candidate's written consent. In order for CPS HR to release a score to the Department, the candidate must give CPS HR consent. You will be asked for consent when scheduling the written examination before the examination is administered. Your consent is required before you can schedule the examination. If you do not consent you will not be able to schedule the examination and you will not be reimbursed for the examination fees.

## **Appeals Process**

CPS HR's goal is to provide quality examinations and a pleasant testing experience for candidates. If you are dissatisfied with either and believe CPS HR can correct the problem, please use the comment forms available during your written examination administration. Your comments will be reviewed by CPS HR.

If you fail the written examination by five (5) percentage points or fewer, you may submit an appeal. The appeal must state the title of the qualification examination, your name, return address, the date of the test, and a detailed statement of the grounds for appeal. Your appeal must be received no later than thirty (30) days from the date of notification of failure to pass the qualification examination. An appeal form can be found at the CPS HR website: <https://link.cpshr.us/DOBAppealForm>.

Please review and fill out the Written and Practical Examination Appeal form. Submit your appeal to CPS HR Consulting at [nycdob@cpshr.us](mailto:nycdob@cpshr.us) using the same email address provided to NYC DOB on your LIC41 (<https://www1.nyc.gov/assets/buildings/pdf/lic41.pdf>). The Appeals Committee will review your appeal and send you a response (via USPS and email) within sixty (60) days of receipt.

## Examination Content Outline

The content outline for the New York City Gas Work written examination is provided below. The examination is open book and contains 50 multiple-choice questions. The outline lists all topics covered in the examination and the number of questions asked about each topic.

### **Scope of Examination**

The examination assesses a candidate's knowledge of and experience in applying the NYC Codes, Rules and Regulations governing safety at construction sites, as well as trade-specific industry knowledge. This knowledge includes, but is not limited to, gas detection and testing, common utility processes and procedures, business practices, safety, new technology, and hazards and violations.

This is an open book examination; however, all references will be provided for you electronically.

### **Gas Work Written Examination**

| # of Questions | Minimum Passing Score | Time Allowed |
|----------------|-----------------------|--------------|
| 50             | 35 (70%)              | 2 hours      |

| Subject Area                          | # Items | References   |
|---------------------------------------|---------|--|
| Gas Detection & Testing               | 10      | NYC FGC Ch. 1 & Ch. 4; NYC PC Ch. 1  |
| Common Utility Processes & Procedures | 10      | NYC FGC Ch. 3, Ch. 4, & Appendix E; NYC ADC Articles 216 & 318                   |
| Gas Work Business Practices           | 6       | NYC FGC Ch. 1 & Ch. 4; NYC PC Ch. 3 & Ch. 5; NYC ADC Ch. 1, Article 204, & Ch. 4 |
| Gas Work Safety                       | 10      | NYC FGC Ch. 3 & Ch. 4; NYC PC Ch. 3  |
| Gas Work New Technology               | 4       | NYC FGC Ch. 3, Ch. 4, Ch 6. & Appendix G; NYC ADC Article 113                    |
| Gas Work Hazards & Violations         | 10      | NYC FGC Ch. 1, Ch. 3, Ch. 4  |

Note: NYC ADC = NYC Administrative Code. NYC FGC = NYC Construction Codes: Fuel Gas Code. NYC PC = NYC Construction Codes: Plumbing Code.

## Reference List

The reference list provided below includes suggested materials that could assist you in preparing for the examination. The examination questions reference NYC Codes, Rules and Regulations. Please note that the reference below may cite portions of other codes, rules, or regulations. You may be tested on information in these additional sources that are applicable to your trade. The knowledge that will be tested in the examinations will be taken from these materials in addition to applied field knowledge of the Gas Work Trade.

This is an open book examination; however, **ALL REFERENCES WILL BE PROVIDED FOR YOU.**

**\*\*NOTE: You cannot bring hardcopy reference materials to the testing center. Candidates will NOT be allowed to bring their reference materials into the examination.\*\***

1. *2014 NYC General Administrative Provisions*  
<https://www1.nyc.gov/site/buildings/codes/codes.page>
2. *2014 NYC Fuel Gas Code.* <https://www1.nyc.gov/site/buildings/codes/codes.page>
3. *2014 NYC Plumbing Code.* <https://www1.nyc.gov/site/buildings/codes/codes.page>

## Contact Information

For questions regarding application status, examination application, or qualification fees, contact the Department of Buildings, Licensing & Exams Unit:

Email [LicenseExams@buildings.nyc.gov](mailto:LicenseExams@buildings.nyc.gov) or visit [www.nyc.gov/buildings](http://www.nyc.gov/buildings)

For questions regarding the administration of the written or practical examination or other general questions about the testing process, contact CPS HR:

Call 855-224-6977 or email [NYCDOB@cpshr.us](mailto:NYCDOB@cpshr.us)