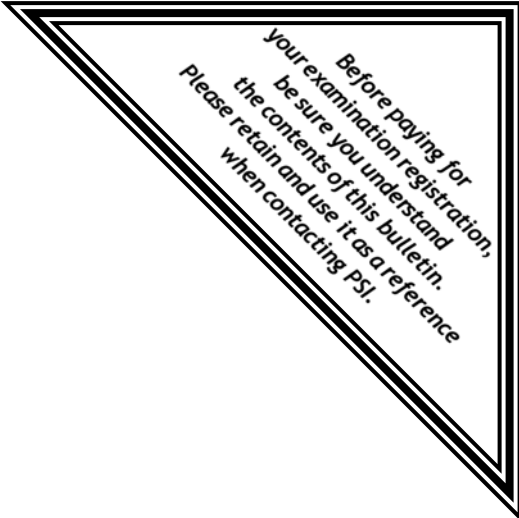




PSI  
 3210 E Tropicana  
 Las Vegas, NV 89121  
 www.psiexams.com



**COMMONWEALTH OF VIRGINIA  
 DEPARTMENT OF PROFESSIONAL AND  
 OCCUPATIONAL REGULATION**

**WATER WELL SYSTEMS PROVIDER  
 CANDIDATE INFORMATION BULLETIN**

Examinations by PSI .....	1	Walk-in Examinations .....	4
Examination Study Materials.....	1	Computer Examination Center Locations.....	4
Examination Content Outlines.....	2	Reporting to the Examination Center .....	5
Registration and Scheduling Procedures.....	2	Required Identification .....	5
Standard Mail Registration .....	2	Security Procedures .....	5
Telephone Registration .....	3	Taking the Examination by Computer.....	5
Fax Registration .....	3	Identification Screen .....	5
Internet Registration .....	3	Tutorial .....	5
Social Security Confidentiality.....	3	Examination.....	6
Special Examination Arrangements .....	3	Pretest Items .....	6
Scheduling an Appointment .....	3	Examination Review .....	6
Canceling an Appointment .....	3	Score Reporting .....	6
Scheduling a Re-examination .....	3	Duplicate Score Reports .....	6
Missed Appointment or Late Cancellation .....	4	Certification Application Instructions .....	6
Emergency Examination Center Closing.....	4		

Please refer to [www.psiexams.com](http://www.psiexams.com) for the latest updates to this bulletin.

## EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the registration and examination process for becoming certified as a Water Well Systems Provider in the Commonwealth of Virginia. To be certified, you must pass an examination to confirm that you have attained a minimum level of knowledge regarding the principles, practices, statutes and regulations. The Department of Professional and Occupational Regulation (the Department) has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer examination centers in Virginia. PSI works closely with the Department and its Examination Review Committee to be certain that examinations meet local, national and international requirements in basic principles and examination development standards.

This Candidate Information Bulletin provides you with information on how to acquire certification for the following:

Master Water Well Systems Provider  
Journeyman Water Well Systems Provider  
Trainee Water Well Systems Provider

All questions and requests for information about examinations should be directed to:

PSI  
3210 E Tropicana  
Las Vegas, NV 89121  
(800) 733-9267 • Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

Questions about eligibility prior to the examination and applications for certification should be directed to the:

Commonwealth of Virginia  
Department of Professional and  
Occupational Regulation  
Board for Contractors  
9960 Mayland Drive, Suite 400  
Richmond, VA 23233  
(804) 367-8511  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)  
email: [contractor@dpor.virginia.gov](mailto:contractor@dpor.virginia.gov)

## EXAMINATION STUDY MATERIALS

The following is a list of possible study materials for the examinations. The list is given to identify resources and does not constitute an endorsement by PSI or by the Virginia Department of Professional and Occupational Regulation.

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. Except for Code books, you can use later editions of references as they become available. For Code questions, the examination will be based only on the edition of the Code book that is listed.

NOTE: All examinations are open-book. You must bring your own references as they are not provided at the test site. No study guides are permitted. References must be related to the content outlines. You may use later editions of references as they become available, however, all Code examination questions will be based on the edition of the Code book that is listed.

No loose papers or unbound references are permitted. If you download a reference from the Internet, it must be spiral bound or hole-punched and placed in a binder, or stapled in the left hand corner.

References may be highlighted, underlined, and/or indexed prior to the exam. You may not write in reference materials during the examination session. A candidate caught writing in the references during the examination will have the references confiscated and will be reported to the Department.

References may be tabbed with permanent tabs only. NO REMOVABLE TABS are allowed.

The following list of tabs may be used. These items may be purchased at local office supply stores.

Acceptable Tabs
Avery Swift Tabs Self-Adhesive Permanent Plastic Tabs
Redi-Tag Self-Stick Permanent Adhesive Index Tabs
Unacceptable Tabs
Post-It Index Flags
Post-It Flags

- *Code of Federal Regulations, 29 CFR 1926 (OSHA), 2008, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, (888) 293-6498, <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>*
- *Virginia Private Well Regulations, 12 VAC Section 5, Chapter 630, 2000, Virginia Department of Health, (804) 864-7473, [www.vdh.state.va.us](http://www.vdh.state.va.us)*
- *Groundwater Hydrology, David Keith Todd and Larry W. Mays, 2005, 3<sup>rd</sup> Edition, John Wiley and Sons, Inc., (201) 748-6000, [www.wiley.com](http://www.wiley.com), ISBN 0-471-05937-4*
- *Groundwater and Wells, Fletcher G. Driscoll, 1986, 2<sup>nd</sup> Edition, (800) 833-9473, [www.johnsonscreens.com](http://www.johnsonscreens.com), ISBN 0961645601*
- *International Plumbing Code, 2009, International Code Council, (800) 786-4452, [www.iccsafe.org](http://www.iccsafe.org), ISBN 1-58001-259*
- *Manual of Water Well Construction Practices, 1998, 2<sup>nd</sup> Edition, National Ground Water Association, (800) 551-7379, [www.ngwa.org](http://www.ngwa.org)*
- *Virginia CARE Brochure - A Guide for Safe Excavation or Demolition, Virginia State Corporation Commission, (800) 552-7945, <http://www.scc.virginia.gov/urs/index.aspx>*
- *Virginia Administrative Code, Chapter 590 - Waterworks Regulations, 12 VAC 5-590, 2006, Virginia Department of Health, (804) 864-7473, [www.vdh.state.va.us](http://www.vdh.state.va.us)*
- *Water Processing Residential, Commercial, Light-Industrial, Wes McGowan, 2000, 3<sup>rd</sup> Edition, Water Quality Association, (630) 505-0160, [www.wpa.org](http://www.wpa.org)*

- *Water Systems Handbook*, 2006, 12<sup>th</sup> Edition, Water Systems Council, (888) 395-1033, [www.watersystemscouncil.org](http://www.watersystemscouncil.org)
- *Water Well Handbook*, Keith E. Anderson, 1993, 7<sup>th</sup> Edition, Missouri Water Well Association, (573) 729-4830, [www.wavecomputers.net](http://www.wavecomputers.net)
- *Water Well Driller's Beginning Training Manual*, 1996, 3<sup>rd</sup> Edition, National Ground Water Association, (800) 551-7379, [www.ngwa.org](http://www.ngwa.org)

## EXAMINATION CONTENT OUTLINES

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list overrides information from other sources or persons.

The Examination Content Outlines have been approved by the Virginia Department of Professional and Occupational Regulation. These outlines reflect the minimum knowledge required by water well workers to perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in these published examination content outlines.

Use the outline as the basis of your study. The outlines list the topics that are on the examination and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outline.

### MASTER WATER WELL SYSTEMS PROVIDER

50 Items

Passing Score: 35

90 Minutes to complete this examination

- A. General Regulations (6 Items)
- B. Drilling and Boreholes (8 Items)
- C. Casings and Screens (7 Items)
- D. Grouting and Sealing (6 Items)
- E. Contamination Prevention (5 Items)
- F. Water Quality and Aquifer Testing (4 Items)
- G. Safety (4 Items)
- H. General Knowledge (4 Items)
- I. Pumps and Tanks (6 Items)

### JOURNEYMAN WATER WELL SYSTEMS PROVIDER

40 Items

Passing Score: 28

60 Minutes to complete this examination

- A. General Regulations (6 Items)
- B. Drilling and Boreholes (5 Items)
- C. Casings and Screens (4 Items)

[www.psiexams.com](http://www.psiexams.com)

- D. Grouting and Sealing (4 Items)
- E. Contamination Prevention (4 Items)
- F. Water Quality and Aquifer Testing (4 Items)
- G. Safety (4 Items)
- H. General Knowledge (4 Items)
- I. Pumps and Tanks (5 Items)

### TRAINEE WATER WELL SYSTEMS PROVIDER

30 Items

Passing Score: 21

60 Minutes to complete this examination

- A. General Regulations (6 Items)
- B. Water Quality and Aquifer Testing (4 Items)
- C. Safety (4 Items)
- D. General Knowledge (6 Items)
- E. Technical (10 Items)

## REGISTRATION AND SCHEDULING PROCEDURES

All candidates will need to have satisfactorily completed all education and work experience set by the Board for Contractors prior to applying for the examination.

Effective November 15, 2007, a notification will be sent to you by the Board upon approval of your application. When you receive this notification, go to [www.psiexams.com](http://www.psiexams.com) to pay and schedule your examination. You may also pay and schedule by calling 800-733-9267 or by mailing in the registration form found at the end of this bulletin.

Be sure the registration form is complete, accurate, and signed. Be sure that you include all attachments and the correct fees. Your registration is valid for one examination only. The examination fee is valid for one year from the date you are approved by the board. You must first register for an examination and then schedule an appointment.

***ATTENTION: REGISTRATION FEES ARE NOT REFUNDABLE.***

Water Well Systems Provider	\$95
-----------------------------	------

There is an additional charge of \$15 for candidates who wish to register as a Walk-in.

### STANDARD MAIL REGISTRATION

1. Complete and return the Examination Registration Form and appropriate fee to PSI. Payment of fees can be made by money order, company check, or cashier's check. Cashier's checks, company checks, and money orders should be made payable to PSI. Print your Social Security Number on your check or money order to



ensure that your fees are properly assigned. CASH, PERSONAL CHECKS, MASTERCARD, AND VISA ARE NOT ACCEPTED.

3. Please allow 2 weeks to process your registration. If you do not receive your Confirmation Notice within 2 weeks, call (800) 733-9267 to verify your status.

### TELEPHONE REGISTRATION

In order to register by telephone, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.
2. Call (800) 733-9267 Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. You may schedule an appointment during the same call or call back 24 hours a day-7 days a week to schedule an appointment through our automated system.

### FAX REGISTRATION

In order to register via fax, you will need a valid VISA or MasterCard.

1. Complete the Examination Registration Form, including your credit card number and expiration date.
2. Fax the completed form (both sides) to PSI at (702) 932-2666. Fax Registrations are accepted 24 hours a day.
3. Please allow four business days to process your registration. After four business days, you may call PSI to schedule the examination(s), at (800) 733-9267.

### INTERNET REGISTRATION

You may register and schedule for your examination at [www.psiexams.com](http://www.psiexams.com). You may register and schedule for an examination via the Internet 24 hours a day.

1. Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information the Board has on file. Be sure to check the box next to "Check here to attempt to locate existing records for you in the system"
2. You will be asked to select the examination and enter the ID# that the Board has on file. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems contact PSI at (800) 733-9267 for help.

### SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your Social Security Number only as an identification number in maintaining your records and reporting [www.psiexams.com](http://www.psiexams.com)

your examination scores to the Department of Professional and Occupational Regulation. If you elect not to disclose your Social Security number to PSI, please enclose a separate letter explaining this with your examination registration form. However, you MUST provide your social security number to the state to complete the licensing process.

### 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 at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

### SCHEDULING AN APPOINTMENT

After you have received the approval notice from the Board, you are responsible for calling PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination center location and time that is most convenient for you. To schedule your examination using a touchtone phone, call PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. If space is available in the examination center of your choice, you may schedule an examination one day prior to the examination date of your choice, up to 4:00pm PT (7:00 pm ET). Please be prepared to offer alternative examination appointment choices.

*Note: only the candidate may schedule an appointment through a CSR, not a friend or relative.*

### CANCELING AN APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received two days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

**Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.**

### SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register and follow the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone, by fax, or by mail. Once registered, you can schedule for your re-examination.



## MISSED APPOINTMENT OR LATE CANCELLATION

*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 two days before the scheduled examination date; or
- Do not appear for your examination appointment; or
- Arrive after Examination Start Time; or
- Do not present proper identification when you arrive for the examination.

## EMERGENCY EXAMINATION CENTER CLOSING

In the event that severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation; however, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

## WALK-IN EXAMINATIONS

### YOU MUST PRESENT A CONFIRMATION NOTICE OR A FAILING SCORE REPORT TO BE ELIGIBLE FOR A WALK-IN EXAMINATION.

You are strongly encouraged to schedule an examination. However, you may take the examination as a walk-in candidate. Walk-in examinations are available on a space-available, "first-come", "first-served" basis. Walk-in candidates will only be admitted after all scheduled candidates have been admitted. Because of seating limitations at examination centers, admission cannot be guaranteed to walk-in candidates. There is an additional fee of \$15 for walk-in candidates. This fee must be paid by money order, cashier's check, or company check at the examination center. (Personal checks, cash, and credit cards are NOT accepted.)

## COMPUTER EXAMINATION CENTER LOCATIONS

**FALLS CHURCH LEESBURG PIKE  
MCILVAINE BUILDING  
6201 Leesburg Pike, Suite 404  
Falls Church, VA 22044**

*From I-495, take new exit 47 (old exit 10) (Leesburg Pike) and proceed east past Little Falls. Leesburg becomes Broad St. Proceed on Broad St thru Falls Church. Broad St turns back into Leesburg Pike (Rte 7 East). Follow Rte 7-East signs through the Seven Corners Intersection. Building is on the corner of Leesburg Pike and Patrick Henry Drive. Turn right onto Patrick Henry Dr and right into the building parking lot, then left on the up ramp to the main parking lot. Parking and entrance to the back of the building.*

**TYSONS CORNER AREA**

**1651 Old Meadow Rd, Suite B01  
Mclean, VA 22102**

*From the Beltway take the Mclean Exit (Route 123 North). Turn right on Old Meadow Road (the first traffic light). The site is the first building on the left. Use the back entrance. Visitor parking for Tysons Corner is in the front of the building (closest to Old Meadow Road).*

**RICHMOND  
Moorefield VI Building  
620 Moorefield Park Drive  
Suite 205  
Richmond, VA 23236**

*From I-64E, take the Parham Rd exit and turn right. N Parham Rd/VA-73 S becomes VA-150 S/Chippenham Pkwy. Merge onto VA-76 S/Powhite Pkwy. Merge onto Midlothian Turnpike West. Turn left on Moorefield Park Dr.*

**PSI VIRGINIA BEACH  
Pembroke IV Building  
291 Independence Blvd, Suite 140  
Virginia Beach, VA 23462**

*From I-264 merge onto Independence Blvd/VA-225 via Exit 17B. Proceed across Va Beach Blvd and make a left turn onto Broad Street (across from Sears). The site is located within the Pembroke Four office building.*

**ROANOKE AREA  
Fralin and Waldron Office Park  
2847 Penn Forest Blvd  
Building D, Suite 200  
Roanoke, Virginia 24018**

*From 81 - take 220 Exit (Downtown Roanoke). From 220 take the Franklin Road Exit (not the Franklin Bus Exit). At the stop light make a right. Franklin Road will turn into Electric Road. Keep going straight until you come to Chaparral Dr and go left. You will see the Fralin & Waldron Bldg to your left. At the next stop light go left. If you are traveling from 220 take the first exit, Franklin Road. Follow directions above.*

**EASTERN SHORE AREA  
Beaglin Park Plaza  
1323 Mt. Hermon Rd., Suite 2A  
Salisbury, MD 21801**

*The complex is south of Route 50 and west of the 13 By-pass. From Route 50, turn south on Beaglin Park Drive. Turn left at the first light, Mt Hermon Rd. Turn left into Beaglin Park Plaza.*

**CHARLOTTESVILLE  
2114 Angus Road, Suite #105-B  
Charlottesville, VA 22901**

*If going West on US-250, turn right onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd. If going East on US-250, turn left onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.*

**JOHNSON CITY  
904 Sunset Drive, Ste 7A  
Johnson City, TN 37604  
Take I-26 to Exit 19 (Old number 36). Go South on Highway 381 (North State of Franklin Road) approximately 2.2 miles.**



At the 4th light turn left (this is Sunset Drive), go approximately .7 tenths of a mile. There is a large building on the left hand side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.

## REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in and identification and familiarizing you with the examination process. If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.

### REQUIRED IDENTIFICATION

You must provide two forms of VALID (not expired) identification. One must be a government-issued identification (Driver's License, State ID, Passport) which bears your signature, has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the registration form. If you cannot provide the required identification, you must call (800) 733-9267 one month prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.*

**NOTE:** If you recently changed your name, or if your last name includes a generation indicator (e.g., Jr., III), be sure that your name is the same on your education verification, your examination registration form, and your two forms of identification.

### SECURITY PROCEDURES

The following items are **not** permitted in the examination room:

- All personal electronic devices except those that are a medical necessity.
- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or reading material, music players, radios, electronic games, calculators, or briefcases.
- Personal items including watches, backpacks, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

The following security procedures will apply during the examination:

- Candidates may bring reference books. However, no study guides are allowed. Reference books may be highlighted,

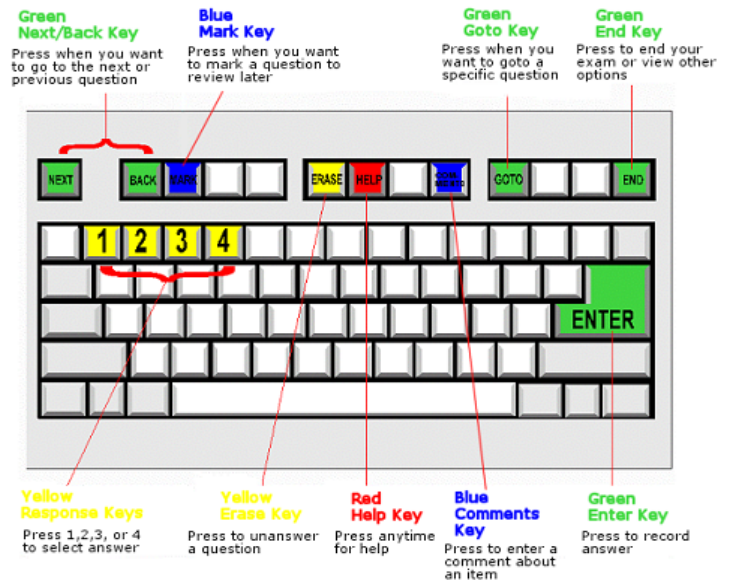
www.psiexams.com

underlined, and/or indexed. They must be otherwise UNMARKED (not written in). Sample examinations are not allowed.

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.

## TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. Following is an illustration of the special keyboard. You may also use the mouse.



### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on screen. The time you spend on this tutorial (up to 15 minutes) does NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys,

answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

### EXAMINATION

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question.

The screenshot shows a web-based examination interface. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?" Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

### PRETEST ITEMS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

### EXAMINATION REVIEW

PSI, in cooperation with the Department of Professional and Occupational Regulation, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected candidates will be automatically adjusted. This is the only review of the examination available to candidates.

## SCORE REPORTING

In order to pass the examination, you must achieve the minimum score shown on each part of the examination.

	Number Correct
Master Water Well Systems Provider	35
Journeyman Water Well Systems Provider	28
Trainee Water Well Systems Provider	21

Board policy dictates that you must apply for your certification within one year of passing the examination.

If you take the examination by computer, your result will be given to you immediately following completion of the examination. Examination results are confidential and will be reported only to you and the Virginia Department of Professional and Occupational Regulation.

The following summary describes the score reporting process:

**On screen** - Your result will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination.

If you **pass**, you will immediately receive a successful notification and performance summary on the screen. Certification application forms for submittal to the Department will be available at the examination center.

If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination center.

**On Paper** - An official result report will be printed at the examination center.

### DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report.

## CERTIFICATION APPLICATION INSTRUCTIONS

If you have any questions regarding the certification application requirements or process, please contact the Virginia Board for Contractors at (804) 367-8511.



# VIRGINIA WATER WELL EXAMINATION REGISTRATION FORM

Before you begin ...

Be sure to read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed.

BE SURE TO COMPLETE BOTH SIDES OF THIS FORM.

1. LEGAL NAME

Last Name		(Jr/III)
First Name	Middle Name	

2. SOCIAL SECURITY NUMBER \_\_\_\_\_ (FOR IDENTIFICATION PURPOSES ONLY)

3. MAILING ADDRESS

Number, Street	Apt No
City	State Zip Code

4. PHYSICAL ADDRESS (must complete)

Number, Street	Apt No
City	State Zip Code

5. TELEPHONE Home \_\_\_\_\_ Office \_\_\_\_\_

6. EMAIL \_\_\_\_\_ @ \_\_\_\_\_

7. BIRTH DATE

M	M	-	D	D	-	Y	Y
---	---	---	---	---	---	---	---

8. TEST FEES (Indicate First Time or Retesting)

First Time     Retest

\$95 Water Well Systems Provider Examination

\$110 Walk-in Water Well Systems Provider Examination

\$15 Pre-registered Walk-in

*By checking this box, I certify that I am pre-qualified and pre-registered.*

PSI respects your privacy and will never release your social security or identification numbers. However, PSI believes that past candidates have benefited from receiving offers from reputable third parties about products or services. Accordingly, please check the box if you wish to receive this information:

9. SPECIAL ACCOMMODATIONS REQUEST

Special Arrangement Request: I am faxing the Special Arrangement Request Form (at the end of this bulletin) and required documentation.  Yes  No

10. EXPERIENCE AND EDUCATION

Years of Experience \_\_\_\_\_ Hours of Education \_\_\_\_\_

11. I HAVE READ THE CANDIDATE INFORMATION BULLETIN AND AM FAMILIAR WITH THE INFORMATION PRESENTED IN IT AND THIS EXAMINATION REGISTRATION FORM.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**YOU MUST SIGN AND DATE THIS REGISTRATION FORM IN ORDER TO BE TESTED.**



## REGISTRATION PROCEDURES

To register **BY MAIL**, complete and send this form with the applicable fees to the address below. (Credit card payment is not accepted for mail registrations.) Call (800) 733-9267 for questions about Registration Procedures.

PSI  
ATTN: EXAM REGISTRATION VA WATER WELL  
3210 E TROPICANA  
LAS VEGAS, NV 89121  
WWW.PSIEXAMS.COM

Fees payable to PSI may be made by (1) cashier's check, (2) company check, or (3) money order. Please note your Social Security Number on your check or money order. Cash and personal checks are NOT accepted. Registration fees are not refundable nor transferable.

Credit card (MasterCard or VISA) payment accepted for phone, internet, or fax registrations only. (Check One):  MC  VISA

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Verification No: \_\_\_\_\_ *For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.*

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_



## SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

### Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationary of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last Name First Name

Address: \_\_\_\_\_  
Street City, State, Zip Code

Telephone : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Work

Email Address: \_\_\_\_\_

Check any special arrangements you require (requests must concur with documentation submitted):

- |  |  |
|--|--|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability)                | <input type="checkbox"/> Extended Time<br>(Additional time requested: _____)   |
| <input type="checkbox"/> Large-Print written examination   | <input type="checkbox"/> Service Animals (other than those required for guidance or mobility assistance due to physical disability): _____ |
| <input type="checkbox"/> Out-of-State Testing Request (this request does not require additional documentation) | <input type="checkbox"/> Other _____   |

Site requested: \_\_\_\_\_

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call 800-733-9267 x6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

**DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.**

PSI  
3210 E Tropicana  
Las Vegas, NV 89121