Council Bluffs, Iowa
Examination Program

Examination Information Bulletin

The International Code Council's Trades Examination Program is an independent testing program designed to provide licensing agencies with information regarding qualified contractors and trades professionals. Participating in the Examination Program does not guarantee that a licensing agency will award you a license. However, the ICC Examination Program serves as an independent appraisal of your competency in the construction field and your test results may be used by licensing agencies to satisfy the requirements for testing.

General Testing Information

The purpose of this bulletin is to provide you with information regarding how to schedule and take your certification examination. Prior to scheduling a test with this program, you should first consult with your local or state licensing agency to determine which examination you should take. Some agencies may also require you to meet certain prequalification criteria prior to testing. You should therefore start your testing process by determining what test your local agency requires of you.

This bulletin is designed to follow the testing process from the initial application for testing up until the time when testing results are provided. The following is the outline of the sections in this bulletin.

Contents

Application & Scheduling Process

Once you have determined which examination to take, you should apply for and then schedule your testing appointment. The Application and Scheduling processes are separate events although in many cases they may occur at about the same time. You must first *apply* to take the exam, which means you select and pay for the exam you wish to take. Then, you *schedule* when and where you wish to take your exam.

Some licensing jurisdictions may require you to apply through them to test with ICC, and others may allow you to apply directly with the provider of the computer tests. The purpose of this first section of this bulletin will describe the application and scheduling process for the computer test delivery method.

How to Apply

Before making application, you should first determine *how*, *where*, *when* you would like to take your examination and *what* testing will cost.

How to take your test

This exam program is administered on computer at testing centers across the U.S.

Where to take your test

The exams are all offered by computer at a network of over **250 testing centers** across the country operated by ICC's testing partner **Pearson VUE**. These testing centers may be open as often as daily in the more urban areas whereas in less populated areas they may be open as little as once per week. By contacting a Pearson VUE registration agent they will be able to recommend a testing site and time that would be convenient to your schedule. For the most up-to-date listing of test sites, visit www.pearsonvue.com/icc.

When to take your test

Computer tests are given as often as **daily** at hundreds of locations across the country.

What it costs to test

The cost of your examination will be **$100**.

Where to Apply

To take your test on **computer**, you will apply and schedule your testing appointment with ICC's computer testing partner, **Pearson VUE**.

The instructions below will guide you in the steps to apply and schedule your tests for the various testing methods.

Computer Testing

Pearson VUE is ICC's computer test delivery service provider. **All scheduling** for computer tests is done through **Pearson VUE**. Pearson VUE has three convenient methods to use when applying to take your computer test. These methods are:
- Telephone
- Online
- Fax

Applying by Telephone

To apply for computer testing through **Pearson VUE**, call toll-free **1-877-234-6082** and make a testing appointment with a registration agent. In order to register by phone, you will need to provide the agent with the appropriate **EXAM ID**, **EXAM PROGRAM TITLE** (also referred to as the jurisdiction), and **EXAM TITLE** for the exam you wish to take. The exam ID's and titles are provided at the back of this bulletin. It is important for you to understand that **Pearson's registration staff will not be able to help you decide which tests to take.** You will be solely responsible for selecting and taking the appropriate examination.

Pearson VUE's registration staff is available to schedule your testing appointment Monday through Friday from 8:00 a.m. ET through 11:00 p.m. ET. Scheduling over the weekend occurs on Saturdays from 8:00 a.m. to 5:00 p.m. ET, and on Sundays from 10:00 a.m. ET to 4:00 p.m. ET.

You will **pay your exam fees** directly to Pearson VUE at the time of your testing reservation and may make payment using one of the following payment methods:

- Credit Card
- Debit Card
- Electronic Check Draft

Once payment has been processed, Pearson will help you locate a testing center that is convenient to you.

Testing appointments may be made up to one (1) day prior to testing if space is available. It is important to understand, however, that Pearson VUE serves many other testing programs and **seats are reserved on a first-come basis**. Therefore, make your testing appointment as soon as you are able in order to guarantee yourself a convenient testing time.

Applying Online (Computer Tests)

To apply for your computer test online, go to www.pearsonvue.com/icc. Under the heading Contractor/Trade Licensing, select **Register for an Exam**.

If you have not previously tested with Pearson VUE you will then be asked to create a new account. You create a new account by pressing the CREATE YOUR ACCOUNT hyperlink located on the third line on the page. Creating an account provides Pearson with your address information.

If you are a returning candidate (have already registered or tested), press the Log In button located on the right hand side of the page.

Once logged in, **follow the instructions** for selecting the examination program you wish to schedule for, then search for your preferred exam location. If you encounter any difficulty when scheduling online, contact Pearson VUEs technical assistance staff.

Applying by Fax

To apply to Pearson VUE by fax, please complete the Pearson VUE **Fax Registration Form** and fax it to (888) 204-6291. The Fax Registration form is found in the Appendix at the end of this bulletin.

Once Pearson has received your fax, you must still contact Pearson VUE by telephone to schedule your testing appointment.

Paying by Check

Those wishing to make **payment by check** for their computer testing appointment may do so by using a **Pearson VUE voucher** form which is located in the appendix to this bulletin. Complete the form and include it with payment to Pearson VUE at the address shown on the voucher form.

Important Note: Completion of the **voucher** is for **application and payment purposes ONLY**. Once Pearson has received your examination fee, **you must still call Pearson to schedule** your examination.

Rescheduling a Testing Appointment

If it becomes necessary to reschedule your examination, you may do so by contacting Pearson VUE. The following are the rules you must follow when rescheduling your examination.

Reschedule Rules

If you need to reschedule your computer test, you must do so at least **three (3)** business days prior to your testing event (e.g. if you wish to cancel a Saturday testing session, you would need to call by Wednesday).

If you call at least three (3) days prior to your testing appointment, you may reschedule at no cost. However, if you call **fewer than three (3) days**, you will **lose** your exam **fees**.

If you are unable to attend your testing appointment for an **excused** reason, such as the following, you will be required to provide Pearson VUE with a written request including verifiable documentation no later than fourteen (14) days following your exam appointment. Excusable reasons for missing a testing appointment include the following:

- Documented illness of yourself or family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty

Written documentation of the reason for the missed appointment must be sent to the following address:

Pearson VUE
c/o Candidate Services
PO Box 8588
Philadelphia, PA 19101
Fax: 888-204-6291

Special Testing Accommodations

Pearson VUE complies with the provisions of the Americans with Disabilities Act (ADA). If you require special testing accommodations contact either Pearson VUE to obtain an accommodation request form. Once you have completed the form and provided the necessary documentation Pearson VUE will work with you directly to provide a mutually agreeable accommodation that will meet your needs.

Check-in at the Testing Center

You should plan to arrive early for your testing appointment to ensure that you are able to be checked in and seated by the time the testing begins.

If you are late in arriving, **AND** the testing session has already begun, **YOU WILL BE TURNED AWAY** and will forfeit your exam fees.

What to Bring

Things that you should bring to the testing center include the following:

- Identification
- Approved references
- Eye glasses
- Calculator

Identification

When you arrive at the testing center you will be required to show a photo-bearing identification that also bears your signature. The photo-bearing ID must be government issued and must be current and valid. Forms of valid photo-bearing ID include the following:

- Driver's License
- Passport
- Military ID

If you do not have a valid form of ID, or if the name on the ID does not match the name of the person testing, you will be turned away from the testing center and you will FORFEIT your testing fee. Please make sure you bring your ID with you when arriving at the testing center.

Approved References

All of the National Exams are delivered in Open Book format. Open Book means that you are permitted to bring in certain references to use during your testing event. Each book that you bring

in will be checked prior to the start of your examination.

The only books you are permitted to bring with you are those listed as **approved** references (as described in the test descriptions found in the appendix to this bulletin). References must be **bound** in some manner (i.e., original bound book or three-ring binder); notes written in **ink** or **highlighted** in the code sections (not in blank pages), and permanent tabs are allowed. **No pencil notes** are allowed within the references, unless they are highlighted prior to arrival at the test center.

If you have questions regarding which references are approved, refer to the approved exam description found in the appendix that relates to your specific examination. At the bottom of each test description will be a list of the approved references for that test (if any).

Eye Glasses

You may bring eye glasses or a magnifying glass if necessary for the test. Dark glasses or sunglasses are discouraged.

Calculator

You are permitted to bring a simple **four function** (add, subtract, multiply and divide) calculator to your testing session. Simple typically means that the calculator is non-programmable, does not have special features that do the calculations for you, does not produce any tape, and is self-powered.

In lieu of a calculator, candidates, may, if they prefer, bring a slide rule to the testing session.

Note: Cell phones or MP3 players may **NOT** be used as calculators.

Foreign Language aids

Candidates who have English as a second language may bring in a foreign language word book which provides the translation between the candidate's native language and English.

What to Leave Home

No cameras, recorders, MP3 players, cell phones or pagers (or anything similar) are allowed in the testing room.

No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait inside the testing center while you test.

Candidates will not be permitted to use unauthorized reference or study materials. This includes practice exams, key word indexes, load charts or any other non-approved reference.

Pens, markers, highlighters or scratch paper are not permitted in the testing center.

If you are **caught** using any **unauthorized** materials during testing, these materials will be **confiscated**, your testing appointment will be **terminated**, your fees will be **forfeited**, and the appropriate licensing agencies will be **notified**.

Making Exam-Related Comments

If during your exam, you encounter a question you think is incorrect or is missing information, you are encouraged to submit an exam comment to Pearson detailing why you feel the question contains an error.

You are encouraged to answer each question regardless of whether you feel there is a problem with the question. There is no penalty for guessing even if there is an error in the question.

Our experience shows that the best comments are those that come as soon after the testing process as possible. If you are unable to make a comment while at the testing center, you may complete the

Exam Comment and Challenge form provided in the Appendix and submit it to ICC for review.

ICC will review each comment for merit and will determine if any change to the test question, or to the scoring of that question will occur.

You will be mailed a response from ICC staff within 15 business days from receipt of the form by ICC; a request for staff review is based solely upon the most recent examination taken. NOTE: If you re-take a failed exam on which you have submitted an appeal, you will forfeit your appeal opportunity for that exam attempt.

Results Reporting

Each test will be uniformly graded following the completion of the testing process. Grades will be distributed to you based on the information found in the subsequent sections.

IF ICC reports a PASSING grade, this means that you have been deemed to be competent in a particular trade or craft by means of successful test completion. It does not, however, mean that you are licensed to practice. Licensure is typically awarded by a governmental board or agency that will require these testing results as one component of the licensure process. Upon successful test completion you should contact your local licensing agency regarding any additional steps necessary to complete the licensure process.

Testing Results

You will receive your examination results **immediately** upon test **completion**.

The score letter you receive from Pearson VUE will be your official score letter. Your results can be retrieved by participating jurisdictions by using the **Pearson ID** you will find on your score letter and your **Last Name.**

Scoring Detail

Candidates that are **successful** in passing their examinations will be provided with a score letter that indicates a **PASS** status. No numerical grade or subject area breakdown is provided to passing candidates.

The reason behind the non-disclosure of numeric grades to passing candidates is that ICC's tests are designed to merely assess whether an individual is above or below a designated competency level (cut-point). Thus passing a test by a huge margin or passing by a small margin has no impact on ICC's decision of whether you have satisfied the minimum requirements for certification. Hence, providing numeric scores might mistakenly lead some to conclude that the scores provide a means of ranking the passing candidates, which it does not. Given this rationale, any requests for providing details regarding a numeric grade for passing candidates will be denied.

Candidates that are **unsuccessful** in passing their tests will receive a **numeric** grade as well as a **subject area breakdown** of the test that describes the areas where the candidate performed well or poorly.

Candidates that would like duplicate copies of their passing score result may log onto ICC's registration site and print a duplicate copy at no cost.

General Testing Policies

In addition to the other rules described in this bulletin including the authorized and unauthorized materials discussed above, the following are general testing policies for this program:

- You **may not retake** a test you have already **passed**.
- You are **not** permitted to **communicate** with anyone during the testing event.
- You may **not share** reference books with another candidate.

- You may **not** bring **highlighters**, **pens** or note **paper** into the testing room.
- You may **not write** in your reference materials during the test.
- You may **not copy** any test questions during the test, nor may you recall and give ICC's questions to any individual outside the testing room.
- You are **not** permitted to **leave** the building during the testing session.
- You are **not** permitted to **call** or talk to anyone if you are taking a break during the testing session.
- You will **not** be given any **additional time** for time spent outside of the testing room while on a break.
- Only **one** (1) individual at a time may take a **break** during the testing session.

Finally, any individual caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by ICC for theft of copyrighted testing materials.

Reviews

Reviews are intended to help candidates audit their testing results by allowing them to see which questions were missed on the most recently taken exam. ICC encourages those taking reviews to comment upon questions they feel were unfairly graded or which they feel may be incorrect. All comments from reviews will be analyzed by ICC staff with summary results distributed following the expert analysis of your comments.

To be eligible for a review, you must have **failed** an examination and have scored within **10 points** of the required passing score. Reviews must be scheduled no more than **ninety (90)** days following your most recent testing session (or at the next National Exam administration). If you wish to review, you will schedule your review directly with Pearson VUE to be taken at a Pearson VUE testing center.

During the review you will be provided with a copy of the test questions you missed and the answer you provided for those questions. You will also be provided with a comment form that you can use to challenge any test question. You will not be able to change any answers on the exam.

The cost of the review is $50 for each test reviewed. You will request or schedule a review using the same methods described earlier for Test Registration or Scheduling.

Preparing for Your Exams

The examination you will take is designed to test what qualified individuals should know as they begin operations in the construction field in your specific field. The test questions used on your examination have been prepared by practitioners like yourself and cover the wide range of topics you would normally encounter as you work in your particular field.

If you have worked in your field for some period of time in a variety of different settings, you likely have experienced much of what will be found on your examination. On the other hand, if your experience is limited (not only in years but in the variety of work performed), then it is likely you may want to spend time increasing your knowledge by studying areas in which you are less familiar. For all candidates, the reality is that you forget those things you don't use and over time your knowledge in some areas may have decreased.

In preparation for your examinations we recommend that you study the recommended references so that you are familiar with them prior

to testing. While the tests are OPEN BOOK for certain references, there generally is insufficient time to learn what is in the reference book while testing. You are encouraged to place permanent tabs in your references and highlight those areas with which you are less familiar. These simple steps will help you better prepare for their use while the testing is underway.

Contact Information

The following is the contact information for both ICC as well as Pearson VUE:

ICC

900 Montclair Road
Birmingham, AL 35213
888-422-7233 ext. 5524 Toll-free
Fax 205-599-9897

Pearson VUE
PO Box 41508
Philadelphia, PA 19101
877-234-6082 Toll-free

Frequently Asked Questions

The following are frequently asked questions about ICC contractor testing and becoming licensed which are summarized here and detailed elsewhere in the bulletin.

How can I become licensed?

ICC is not a licensing agency. If you want to become licensed in a city or state that participates with ICC, the city or state will require you to take and pass an ICC examination. Upon successful completion of the examination, contact the city or state to determine any other requirements in order to become licensed.

For detailed information of contractor examinations and participating jurisdictions, visit our website at www.iccsafe.org/contractor.

How do I schedule a test?

You will need to read the examination information bulletin for important information on examination requirements, procedures, and references allowed during the examination administration.

For computer-based testing, contact Pearson VUE at 1-877-234-6082 to schedule a date and start time, after review of the bulletin.

Can I schedule a test over the phone?

Prior to scheduling any examination, you must read the examination information bulletin.

Examinations which are offered via computer-based testing can be scheduled by contacting Pearson VUE at 1-877-234-6082 after review of the bulletin.

Prepayment is required to schedule all examinations.

When can I test?

Most exams are offered via computer-based testing at a variety of times and dates at the testing centers located across the country. For the most up-to-date listing of test sites, visit www.pearsonvue.com/icc. Identifying dates when tests are available will require you to call Pearson VUE or visit their website to inquire about testing seat availability.

What examination do I need to take?

ICC is unable to tell you which exam you need to schedule. Refer to the examination information bulletin(s) for examinations offered by ICC.

How do I know if pre-approval is required for me to test?

Contact the city or state in which you wish to be licensed or review the appropriate ICC candidate information bulletin by visiting the ICC website at www.iccsafe.org/contractor, selecting VIEW EXAMS BY STATE AND CATEGORY TO REGISTER, and following the instructions.

What references or code books are the exams based on?

The approved references for each exam are listed in the Examination Outlines section in the appendix of this document. For the most up-to-date bulletin, visit the ICC website at www.iccsafe.org/contractor and select VIEW EXAMS BY STATE AND CATEGORY TO REGISTER and follow the instructions. Candidates can also contact ICC at 1-888-422-7233 ext. 5524 to request a bulletin.

Are the examinations open book?

Most ICC contractor examinations are open book. Candidates should refer to the Examination Outlines in the appendix of this document to verify that your exam is open book. For the most up-to-date bulletin, visit the ICC website at www.iccsafe.org/contractor and select VIEW EXAMS BY STATE AND CATEGORY TO REGISTER and follow the instructions. Please also refer to the policies governing the use of references found in the bulletin.

What does it take to pass the test?

Most ICC examinations require a candidate to answer at least **70** percent of their questions correctly in order to pass their exam. However, candidates for the Master Electrician exam must score at least **75** percent correctly in order to pass their exam.

Appendix

In the appendix that follows you will find the following useful information:

- Exam Descriptions
- Pearson VUE Fax Registration Form
- Pearson VUE Check Payment Voucher
- Comment/Challenge Form
- Hand Score Request Form

EXAM ID: 204   **Iowa (Council Bluffs) Standard General Building Contractor (A)**
One Part – Open Book – 90 Multiple Choice Questions – 4-hour Time Limit

Major Content Area	No. of Questions	Percent of Exam
Footings and Foundations	16	18%
Structural and Design	41	46%
Nonstructural Elements	16	18%
Plan Reading	10	11%
Administration	7	7%

Approved Reference: *International Building Code,* 2003

EXAM ID: 205   **Iowa (Council Bluffs) Standard Building Contractor (B)**
One Part – Open Book – 80 Multiple Choice Questions – 4-hour Time Limit

Major Content Area	No. of Questions	Percent of Exam
Footings, Foundations, and Crawlspaces	12	15%
Building Planning	14	18%
Floors	12	15%
Walls	14	18%
Roofs	12	15%
Plan Reading	10	12%
Administration	6	7%

Approved References: *International Residential Code,* 2003; *International Building Code*, 2003

EXAM ID: 206   **Iowa (Council Bluffs) Standard Residential Building Contractor (C)**
One Part – Open Book – 80 Multiple Choice Questions – 4-hour Time Limit

Major Content Area	No. of Questions	Percent of Exam
Footings, Foundations, and Crawlspaces	9	11%
Building Planning	12	15%
Masonry	6	7%
Floors	10	13%
Walls	11	14%
Roofs	8	10%
Fireplaces	6	7%
Plan Reading	10	13%
Administration	8	10%

Approved Reference: *International Residential Code,* 2003

EXAM ID: 764   **Iowa (Council Bluffs) Roofing Contractor/Subcontractor**
One Part – Open Book – 60 Multiple Choice Questions – 3-hour Time Limit

Major Content Area	No. of Questions	Percent of Exam
Administration	6	10%
General Requirements	9	15%
Fire Classifications	6	10%
Materials	3	5%
Installation of Roof Coverings	21	35%
Roof Drainage	6	10%
Rooftop Structures	9	15%

Approved References: *International Building Code,* 2003; *International Plumbing Code,* 2003

FAX RESERVATION FORM

PEARSON VUE

Today's Date:	Time of Day:	Candidate/Sponsor Signature:	
Last Name:			
First Name:			
Date of Birth:	Social Security Number:	Your Fax Number:	
Address:			
City:		State:	ZIP:	Telephone:

Test Center Code:	Exam Session: ☐ am ☐ pm	Exam Date:
1st Exam Code:	2nd Exam Code:	2nd Choice: ☐ am ☐ pm	2nd Date:
School Code:	May we register you for the next exam date if your two choices are taken? ☐ Yes ☐ No

May we email your confirmation? ☐ Yes ☐ No
If so, include email address:

Credit Card Payments:	**Electronic Check Payments:**
☐ MasterCard ☐ Visa ☐ AmExpress ☐ Discover	Bank Name:
Card #:	Next Available Check #:
Expiration Date:	Account #:
Signature:	Routing #:
	Name/Address on Account: *(if different from above)*

FOR PEARSON VUE USE ONLY

Pearson VUE ID# Assigned:		
Reservation Date:	Time:	TC#:
Pearson VUE Representative:		

Fax to Pearson VUE at (888) 204-6291.

VOUCHER REQUEST FORM

PEARSON VUE

PLEASE PRINT CLEARLY

Date:

Last Name:

First Name: M.I.:

Address:

City: State: ZIP:

Daytime Telephone: Evening Phone:

Email Address *(if you would like Pearson VUE to email the voucher#)*:

Payment Type: ☐ Money Order   ☐ Company Check   ☐ Cashier's Check

Name of Examination:

Make all checks payable to Pearson VUE and mail this form to:
Pearson VUE, c/o AP Voucher Program, PO Box 41508, Philadelphia, PA 19101-1508.
Overnight Address:
Pearson VUE, c/o AP Voucher Program, 3 Bala Plaza West, Suite 300, Bala Cynwyd, PA 19004.

COMMENT / CHALLENGE FORM

Name	
Address	
City, State, & Zip	
E-mail Address	
Candidate ID Number	
Pearson VUE ID	
Examination Date	
Examination Type	
Phone Number	
Site of Exam	

The Comment / Challenge form is used to make comments about your testing experience or to challenge specific exam items. Candidates may complete this form (or submit the information on a separate piece of paper) and submit to the address listed below. An original signature is required, and challenges **must be received by the Code Council no later than 90 days from the examination administration date**. You will be mailed a written response within 15 business days from receipt of this form by ICC; a request for staff review (challenge) is based solely upon the most recent examination taken.

Comments or challenges may include examination processes, such as site, location, proctor, and/ or computer problems, or technical merit of any of the exam items. Challenges must contain a separate and complete statement of each ground upon which the challenge is based. For additional information, contact the Candidate Services Coordinator at 1-888-422-7233, ext. 5227.

Examination process notes, if applicable (specific exam item complaints should be noted on the following page) - PLEASE WRITE LEGIBLY:

_____
_____
_____
_____
_____
_____
_____
_____
_____

Signature of Candidate _____ **Date** _____

Please submit to:
ICC Candidate Services Coordinator
900 Montclair Road
Birmingham, AL 35213-1206
(205) 599-9884 Facsimile

REVISED 11/23/2010

For challenges to specific items, please describe the question in your best words and cite the section or page number of code book or reference (of those listed in the candidate bulletin for the exam) which supports your comments. Make copies of this page as needed. Please write legibly.

1. Description and *wording of question:
_____
_____
_____

Reason for comment (be specific)
_____
_____
_____

Reference supporting comment
_____
_____
_____

2. Description and *wording of question:
_____
_____
_____

Reason for comment (be specific)
_____
_____
_____

Reference supporting comment
_____
_____
_____

3. Description and *wording of question:
_____
_____
_____

Reason for comment (be specific)
_____
_____
_____

Reference supporting comment
_____
_____
_____

* Wording should be to the best of your ability with as much detail as you can provide. Use key words and phrases.

INTERNATIONAL CODE COUNCIL
HAND SCORE REQUEST FORM

All Hand Score requests must be filed within 90 days from date of examination administration, and are for <u>failing</u> candidates only.

Name	
Address	
City, State, & Zip	
Candidate ID Number	
E-mail Address	
Examination Date	
Examination Type	
Phone Number	
Site of Exam	

A request for Hand Score is based solely upon the most recent examination taken, and is designed to verify the accuracy of the candidate's reported score. Candidate must submit this form with appropriate fee ($25.00) and a copy of the score report received. Original signatures for this form are required. ICC follows careful scoring procedures to assure accuracy prior to issuance. **Hand Score Forms must be received by ICC no later than 90 days of examination administration date**. For additional information, please contact the Candidate Services Coordinator at 888-422-7233 ext. 5227.

For comments:
_____
_____
_____
_____

   Total Amount Enclosed by Check or Charge $ _____

If paying by credit card, please complete
   Visa   Master Card   American Express   Discover

Credit Card Number   **Expiration Date**
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _   _ _ _ _

Name as it appears on card _____

Signature _____   **Date** _____

<u>Please submit to:</u>

ICC Candidate Services Coordinator
900 Montclair Road
Birmingham, AL 35213-1206
205-599-9884 Facsimile