



Rockland County

Ed Day, Rockland County Executive

Office of Consumer Protection

50 Sanatorium Road, Building A, 5th Floor, Pomona, NY 10970
Phone: (845) 364- 3901 Email: CPLCAL@co.rockland.ny.us

Kimberly Von Ronn, Esq.
Director and Public Advocate

Dear Mechanical Contractor Applicant,

Please review the following resources provided by Brewster Technology to help you prepare for your upcoming Brewster Examination(s):

Classroom Instruction: Al Schimanski offers courses for Plumbing/Mechanical Board Exams.

Tutoring Services: The following providers offer services for Plumbing/Mechanical Board Exams.

- **Al Schimanski**
✉ aldenphac@aol.com
☎ (863) 604-5426
- **Scott Bishop**
✉ lane@scottbishoptraining.com
☎ (201) 852-0600
- **Dan O’Gorman**
✉ danogorman@verizon.net
☎ (732) 661-1935 or (732) 841-5799

Sample Exam Layout - Preview the format of your exam at: www.brewstertech.com/sample.

Login Credentials:
Username: **ptguest**
Password: **@Putnam1**

Exam Reference Materials
<https://shop.iccsafe.org/>

Important Exam Information – Please Read Carefully

It is your responsibility to thoroughly review all exam materials provided. Failure to follow the instructions exactly as outlined in your Brewster Letter may impact your test score. Please note that neither Brewster Technology nor the Rockland County Office of Consumer Protection will be held responsible for any issues resulting from a failure to comply with these guidelines.

If you have any questions, reach out to Brewster Technology **prior to your scheduled test date**. We also expect all examinees to treat Brewster Technology staff with respect and to comply with any reasonable requests made during the testing process.

Rockland County Contractor Examination Information Bulletin

Interim 1-1-2026

The checklists and information summaries in this bulletin are to be used to familiarize yourself with the testing process. Be sure to completely read this bulletin before taking your examination.

You are responsible for following all policies and regulations found in this document. Not reading this bulletin does not release your responsibility for following these procedures.

IMPORTANT NOTE

Rockland County Contractor Exams are C exams based on the 2024 International Codes, and administered by Brewster Technology, 16 Mount Ebo Road S., SUITE 18, Brewster, NY 10509.
Phone: 845-279-9400

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Protect the health, safety, and welfare of people
by creating safe buildings and communities.

International Code Council Mission

To provide the highest quality codes, standards, products, and services for
all concerned with the safety and performance of the built environment.

About Contractor/Trades Testing

The Contractor/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 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 your contractor/trades 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.

Administrative Rules and Procedures

How can I become licensed?

If you want to become licensed in a city, county, or state that participates with these examinations, that jurisdiction will require you to take and pass an examination. Upon successful completion of the examination, contact the jurisdiction for any other requirements in order to become licensed.

How do I schedule a test?

It is your responsibility to read the Examination Information Bulletin for important information on examination requirements, procedures, and references allowed during the examination administration.

You may schedule an examination with Brewster Technology 16 Mount Ebo Road S., SUITE 18, Brewster, NY 10509, after approval of the Rockland County Office of Consumer Protection/Weights & Measures.

Pre-payment is required to schedule an examination. Exam retakes require re-registration and payment.

When can I test?

Computer based testing is administered by Brewster Technology 16 Mount Ebo Road S., SUITE 18, Brewster, NY 10509 and is usually held Quarterly on the second month of each quarter.

How often can I test?

Please refer to the jurisdiction for which you are testing for their current regulations on re-tests.

What examination do I need to take?

We strongly encourage you to contact the jurisdiction in which you wish to work for more information on their specific exam requirements for licensure.

What references or code books are the exams based on?

The approved references for each exam are listed in the Examination Outlines section at the end of this Bulletin.

Are the examinations open book?

The Contractor/Trades exams are open book. Refer to the Examination Outlines section of this Bulletin for open book requirements for specific exams. Additional policies governing the use of references can be found in the Test Site Regulations section of this Bulletin.

When will I receive my results?

Results for examinations taken electronically are available immediately after completion of the exam.

What type of question format will be included in the examination?

Test questions are in four-option, multiple-choice format, with one answer on each question scored as correct. Due to the rigorous psychometric processes used in exam development, questions do not follow patterns (e.g., the most common answer is “B”).

Can't I just look up all of the answers in the books?

Because of the time constraints, you will not have time to look up all of the answers. For those answers you must look up, you must be VERY familiar with the references to avoid wasting time searching for information. First impressions are often the most accurate, but you may change your answers if time allows.

How long are the examinations?

The length and allowed time varies depending upon the subject matter. To get the most updated information on examinations, please refer to the Contractor Examination grid at the end of this Bulletin.

Are there any scheduled breaks in the examination?

There are no scheduled breaks during computer-based exams. Should you leave the room for any reason, the timer on your exam will continue to run. You must obtain proctor approval to leave the room once you have started testing.

Should I guess if I don't know the answer to a question?

There is no guessing penalty, so it is to your advantage to answer every question. Remember to base your answers on the listed references for each exam, not solely on long-time field practices.

What score do I need to pass the test?

The Contractor/Trades examinations require a candidate to answer at least 70 percent of the questions correctly in order to pass the Plumbing exams.

Can my exam score be cancelled?

The Testing Center reserves the right to revoke or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity. Reasons are:

- Giving or receiving assistance with answers during testing
- Using unauthorized materials during testing
- Failing to abide by the rules presented or directions from the proctor(s)
- Attempting to, or removing examination materials or questions from the testing center.

In cases of examination irregularities which are suspected at testing centers, the scores of the individual(s) involved will not be released unless approved by the Testing Center and the County Board. Additional sanctions may be authorized by the Board, which may include restrictions on retesting for up to three (3) years.

Test Site Regulations

The rules and procedures below are strictly enforced at all examinations. Following these rules guarantees the security of examination materials, provides reliable test results, and increases the public's trust of certified professionals.

What should I bring to the test site?

Examinees must possess and present a valid (unexpired) photo ID with signature, issued by a state or federal regulatory agency, e.g., a driver's license, passport, etc.

The name on the exam reservation must match the name on the ID provided. If it does not, you will not be allowed to test, and will forfeit your exam fee. Brewster Technology cannot make an exception to this policy.

Examinees may bring the following items to the examination:

1. Reference(s) as listed in this Examination Information Bulletin for the applicable exam—**no other reference material will be allowed into the testing center**
Please make sure the reference material(s):
 - Are bound (original bound book, three-ring binder, or stapled). **Photocopies of copyrighted materials are not allowed**
 - Have any notes written in ink or highlighted in code sections only
 - **Have permanently attached tabs** (tabs that can't be removed without destroying the page)
 - Have pencil notes in your references that are highlighted prior to arrival at the test center
3. Magnifying glass
4. Eyeglasses, if necessary
5. Architects' scale or rule
6. Battery-operated calculator that is:
 - Nonprogrammable
 - Not capable of storing examination information
 - No ribbon or paper printing capabilities
9. Foreign language/English translation dictionaries, if needed

What should I leave at home?

1. Any kind of ink (ballpoint, felt-tip, gel, etc.) pens, colored pencils, highlighters, writing paper, or briefcases
2. Calculators with print capability and/or that store formulas
3. Copying, recording, or photo devices
4. Cell phones, beepers, radios, MP3 players, and/or PDAs
5. Lockers are available at the testing center for small personal items such as cell phones, purses, wallets, or watches, but will not accommodate laptops, briefcases, or large purses or bags.

What are test proctors and what do they do?

The test proctors have two main jobs: they give the examinations and make sure the exam materials at the test site are protected. Proctors are well-trained and treat candidates with respect, and in turn, expect the same level of respect from candidates. Threatening a proctor or interfering with the administration of an examination at *any* time may be considered a criminal offense and punishable by law. In addition, proctors cannot discuss contents of the exam or reference materials with a candidate.

Proctors have the right to remove a candidate's test and ask the individual to leave the building if the candidate:

- Gives or receives help during the examination
- Attempts to remove exam materials or notes from the room
- Creates a disturbance
- Copies or attempts to copy examination questions or answers
- Is found to have prohibited materials (cell phone, recorder, etc.) during the exam

If a candidate is asked to leave the test site for any reason, the candidate will not receive a refund, may jeopardize their right to take an examination in the future, and may face possible prosecution.

What if I am in need of assistance during my exam?

If you experience any difficulties during your exam, due to computer issues, excessive noise, bad lighting, or any other issue, please raise your hand for proctor assistance in resolving the issue. In unlikely cases where such conditions may occur, the required passing score will not be changed.

What does the Testing Center expect of me?

Please arrive at the exam site on the proper date, at the proper time, and with proper identification. Determine in advance the exact location of the test site, how to get there, and how much time it will take you to get to the site. Examinations will be given only on the date and time scheduled.

Please arrive at the test site with required reference(s), if desired, for use during the exam. Required examination references are listed with the examination outlines found in this bulletin. References for examinations are not supplied by the testing center.

Examinees must know, understand, and adhere to all of the regulations governing examinations as listed in this bulletin.

Arrive at the exam site at least **15 minutes** before the examination is scheduled to begin. Remember, it is your responsibility to already be familiar with the regulations governing the examinations.


Before the Exam

The examination proctor will check your identification, have you sign in, take your photograph and assign you a seat. The examination proctor will explain the procedures for taking the examination; answer questions related to taking the exam and provide notification to begin the examination.

You will be asked to empty all of your pockets and place personal items in a locker. Proctors may inspect all materials an examinee carries into and from the exam room. If your reference materials do not meet test site regulations (relating to tabs, pencil notes, etc.), **you will not be allowed to take these references into the exam room.** You will still be allowed to test, but without these materials.

You are not allowed to write or mark in or on your reference books during the examination. The proctor will give you a whiteboard and markers for use during the exam.

While the examination is being administered, you are not allowed to leave the building and return to the exam room. If you wish to leave the exam room for any reason, you must receive permission from the proctor and turn in all of your examination materials and references to the proctor. Only one examinee at a time is allowed outside the exam room, and you are not allowed additional test time for time spent outside the exam room. The exam countdown clock **will not stop** during any absence from your seat.


During the Exam

You are not allowed to communicate, verbally or nonverbally, with other candidates during the examination, and you may not share references.

It is **highly recommended** that if you are taking a computer-based exam, especially for the first time, you familiarize yourself with the exam format. You will receive important information about how to keep track of your time remaining, how to mark items for review, where to find the number of the question you are on, and more.

For these electronically administered examinations, there is a clock on the computer that counts down to display the time remaining. When the time limit is up for the examination, the computer will end the test.


After the Exam

If you pass your examination, you cannot retake the examination you passed.

Computer-based Testing

Your licensing agency requires you to apply through them prior to testing with Brewster Technology. You should check with the licensing agency for licensing requirements prior to registering for an examination.

How do I register for a computer-based test?

Computer-based certification examinations are administered for the Code Council by Brewster Technology.

Online reservations are available 24 hours a day, 7 days a week. You must provide an email address to schedule an exam online, and Brewster Technology will email you a confirmation letter containing the date and time of your exam, along with test day instructions. Walk-in testing is not available. **It is your responsibility to check this confirmation letter to ensure the exam listed is the one you wish to take.**

You may make an exam reservation for your desired exam date, as per the deadlines stated in your approval letter from the Rockland County Board.

You must have the following information available at the time you are registering for a computer-based examination:

1. Exam title. Exam titles can be found at the end of this bulletin
2. Your full name, address, and home and work telephone numbers
3. Jurisdiction/state in which you wish to be licensed
4. Selected examination date that you desire to take the exam
5. Your credit card or payment information

Where is the exam test site?

The test site for your exam is Brewster Technology, 16 Mount Ebo Road S., SUITE 18, Brewster, NY 10509. Phone: 845-279-9400.

How do I pay for my exam?

Examination fees must be paid by credit or debit card at the time a reservation is made, NOT at the test center.

Do I have to be a computer whiz?

Examinations are administered on a personal computer (PC). Candidates are not required to have any computer knowledge to take the examination on the PC. Timing of the examination does not begin until you look at the first question of the actual examination. You will be allowed to change your answers, mark answers for review, go back to skipped questions and, time permitting, review your test.

When are exams available?

Testing sessions are generally held starting at 10:30 a.m. on the second month of each quarter. Brewster Technology's offices are closed in observance of the following holidays:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Rosh Hashanah
Thanksgiving (including Friday following holiday)
Christmas through New Year

What if the weather's bad?

Test administrations will be delayed or canceled only in emergencies. If severe weather or a natural disaster makes the test center inaccessible or unsafe, the test administration may be canceled. If such an event arises, you will be contacted for a re-schedule of your exam appointment.

How do I cancel my exam?

There are no cancellations of exam appointments as stated in the final step of your payment process.

What if I can't make it to my exam?

There are no refunds for examinations not taken. All candidates seeking excused absences must submit written verification and supporting documentation of the situation to Brewster Technology within 14 days of the original examination date. Illness excuses must be written by the attending physician. Inclement weather is not acceptable as an excused absence. If, on the day you are scheduled to test, you are unable to attend the examination for which you were scheduled, you may be re-scheduled without penalty for the following reasons:

1. Documented illness;
2. Death in the immediate family;
3. Disabling traffic accident;
4. Court appearance or jury duty; or
5. Military duty.

Written verification and supporting documentation for excused absences must be submitted to Brewster Technology via email (Lisette@brewstertech.com) or mail within fourteen (14) days of the original examination date.

Brewster Technology
Rockland County Contractor Exams
16 Mount Ebo Road S.,
SUITE 18
Brewster, NY 10509

When do I get my test results?

After completing the test, candidates will exit the testing area with all reference materials for check-out and receipt of the exam score print-out.

What if I have special needs?

Brewster Technology complies with the provisions of the Americans with Disabilities Act (ADA). If you need special arrangements for testing, please call 845-279-9400 to request special testing services.

Rockland County Contractor Examinations Based on the 2024 International Codes

C-Master Plumber with Gas Piping 100 multiple-choice questions
Exam fee: \$135 (CBT)
Open book—4-hour time limit

| Content Area | % of Total | Approved References | 70% Correct to Pass |
|--------------------------------------|-------------|---|---------------------|
| Administration & General Regulations | 34% | 2024 <i>International Plumbing Code</i> ® | |
| Plumbing Fixtures | 13% | 2024 <i>International Fuel Gas Code</i> ® | |
| Water Supply and Distribution | 10% | | |
| Sanitary Drainage | 8% | | |
| Plumbing Vent Requirements | 6% | | |
| Traps, Interceptors, and Separators | 5% | | |
| Storm Drainage | 2% | | |
| Gas Piping | 22% | | |
| Total | 100% | | |

Master HVAC 100 multiple-choice questions
Exam fee: \$135 (CBT)
Open book—4-hour time limit

| Content Area | % of Total | Reference | 70% Correct to Pass |
|--|-------------|--|---------------------|
| Administration & General Regulations | 25% | 2024 <i>International Mechanical Code</i> ® | |
| Appliances & Mechanical Equipment-includes low & high pressure boilers | 17% | 2024 <i>International Fuel Gas Code</i> ® | |
| Exhaust and Ventilation Systems | 7% | 2023 <i>National Electrical Code</i> | |
| Duct Systems | 12% | <i>Boiler Operator's Guide, 4th ed. ,5th ed.</i> | |
| Combustion Air | 5% | <i>Please note-The edition of additional references listed above may also be updated</i> | |
| Chimneys and Vents | 7% | | |
| Fuel Supply Systems | 14% | | |
| Hydronics | 5% | | |
| Electrical | 8% | | |
| Total | 100% | | |

| Refrigeration Master | | 75 multiple choice questions Exam fee \$135 (CBT) Open book—3.5-hour time limit | |
|---|-------------------|--|----------------------------|
| Content Area | % of Total | References | 70% Correct to Pass |
| Definitions and General Requirements | 17% | 2024 <i>International Mechanical Code</i> | |
| Compressors and Types of Systems | 11% | 2014 <i>Modern Refrigeration and Air Conditioning</i> | |
| Evaporators, Condensers, and Cooling Towers | 9% | <i>Please note-The edition of additional references listed above may also be updated</i> | |
| Piping Inspection and Field Testing | 11% | | |
| Air Ducts and Insulation | 11% | | |
| Electrical and Controls | 13% | | |
| Refrigerants | 12% | | |
| Operation and Maintenance | 16% | | |
| Total | 100% | | |

| Master Heating | | 60 multiple-choice questions Exam fee: \$135 (CBT) Open book—3.5-hour time limit | |
|-------------------------|-------------------|--|----------------------------|
| Content Area | % of Total | Approved References | 70% Correct to Pass |
| General Principles | 15% | 2024 <i>International Mechanical Code</i> | |
| Air Distribution | 25% | 2024 <i>International Fuel Gas Code</i> | |
| Gas Furnaces and Piping | 25% | 2024 <i>International Residential Code</i> | |
| Piping in HVAC Systems | 15% | 2014 <i>Modern Refrigeration and Air Conditioning, 19th ed.</i> | |
| Air Conditioning | 10% | <i>Low Pressure Boilers, 3rd ed.</i> | |
| Boilers | 10% | 2005 <i>SMACNA HVAC Duct Construction Standards, 3rd ed.</i> | |
| Total | 100% | <i>Please note-The edition of additional references listed above may also be updated</i> | |

| Master Sheet Metal | | 100 multiple-choice questions Exam fee: \$135 (CBT) Open book—4-hour time limit | |
|-----------------------------------|-------------------|--|----------------------------|
| Content Area | % of Total | Approved References | 70% Correct to Pass |
| Principles & Terminology | 4% | 2024 <i>International Fuel Gas Code</i> | |
| Workman Safety | 8% | 2024 <i>International Mechanical Code</i> | |
| Duct Systems Materials | 13% | 2005 <i>SMACNA HVAC Duct Construction Standards, 3rd ed.</i> | |
| Combustion Air | 4% | 2006 <i>SMACNA HVAC Systems Duct Design Standards, 4th ed.</i> | |
| Exhaust Systems | 10% | <i>Please note-The edition of additional references listed above may also be updated</i> | |
| Fresh Air and Ventilation Systems | 12% | | |
| Grease Hoods | 8% | | |
| Supply and Return Duct Systems | 16% | | |
| Appliance Venting | 10% | | |
| Testing, Adjusting, and Balancing | 4% | | |
| Plan Reading and Analysis | 11% | | |
| Total | 100% | | |

PLEASE REFER TO YOUR STUDY SHEET OR TESTING REGISTRATION CONFIRMATION FOR “RESOURCES FOR COURSES”.

Exam Title: C Master Plumber with Gas Piping

100 multiple-choice questions

4-hour limit

References2024 *International Plumbing Code*2024 *International Fuel Gas Code*

| Task | Content Area | Item Count | Percent |
|-------------|--|-------------------|----------------|
| 01 | Administration and General Regulations | 34 | 34 |
| 0101 | Task area 1 - General Installation Requirements | | |
| 0102 | Task area 2 - Code Definitions and Terms | | |
| 0103 | Task area 3 - Plan Reading | | |
| 0104 | Task area 4 - Testing | | |
| 0105 | Task area 5 - Materials | | |
| 02 | Plumbing Fixtures | 13 | 13 |
| 0201 | Task area 1 - Water Heaters | | |
| 0202 | Task area 2 - Water Closets and Urinals | | |
| 0203 | Task area 3 - Specialty Fixtures | | |
| 0204 | Task area 4 - Bathtubs, Showers, Sinks, and Lavatories | | |
| 03 | Water Supply and Distribution | 10 | 10 |
| 0301 | Task area 1 - Service Distribution and Piping | | |
| 0302 | Task area 2 - Water Supply and Pressure | | |
| 0303 | Task area 3 - Protection of Potable Water Supply | | |
| 04 | Sanitary Drainage | 8 | 8 |
| 0401 | Task area 1 - Building Sanitary Drainage | | |
| 0401 | Task area 2 - Sumps and Ejectors | | |
| 0402 | Task area 3 - Indirect and Special Waste Systems | | |
| 05 | Plumbing Vent Requirements | 6 | 6 |
| 0501 | Task area 1 - Vent Connections and Grades | | |
| 0502 | Task area 2 - Vent Terminals | | |
| 06 | Traps, Interceptors, and Separators | 5 | 5 |
| 0601 | Task area 1 - Installation of Traps | | |
| 0602 | Task area 2 - Interceptors and Separators | | |
| 07 | Storm Drainage | 2 | 2 |
| 0701 | Task area 1 - Storm Drainage | | |
| 08 | Gas Piping | 22 | 22 |
| 0801 | Task area 1 - Gas Piping for Service & Distribution Piping | | |
| 0802 | Task area 2 - Gas Piping Rqmts, Specific Appliances Equip | | |
| 0803 | Task area 3 - Source of Combustion Air & Duct Openings | | |
| 0804 | Task area 4 - Fuel-burning App Vent, Connector, Chimney | | |
| | | 100 | 100 |

Exam Title: Master HVAC

100 multiple-choice questions

4-hour limit

References*2024 International Fuel Gas Code**2024 International Mechanical Code**2023 National Electric Code**Boiler Operator's Guide, 4th Ed.*

| Task | Content Area | Item Count | Percent |
|-------------|---|-------------------|----------------|
| 01 | Administration and General Regulations | 25 | 25 |
| 0101 | Task area 1 - General Installation Requirements | | |
| 0102 | Task area 2 - Code Definitions and Terms | | |
| 0103 | Task area 3 - Plan Reading | | |
| 0104 | Task area 4 - Testing | | |
| 02 | Appliances & Mechanical Equipment-includes low and high pressure boilers | 17 | 17 |
| 0201 | Task area 1 - Heating Equipment & Gen App Installation | | |
| 0202 | Task area 2 - Water Heaters and Boilers | | |
| 0203 | Task area 3 - Cooling and Refrigeration Systems | | |
| 0204 | Task area 4 - Hydronic and Other Systems | | |
| 03 | Exhaust and Ventilation Systems | 7 | 7 |
| 0301 | Task area 1 - Exhaust Fan & Product Conveying Systems | | |
| 0302 | Task area 2 - Commercial Hoods & Kitchen Ventilation | | |
| 04 | Duct Systems | 12 | 12 |
| 0401 | Task area 1 - Duct Construction, Installation & Plenums | | |
| 0402 | Task area 2 - Smoke and Fire Dampers | | |
| 05 | Combustion Air | 5 | 5 |
| 0501 | Task area 1 - Combustion Air | | |
| 06 | Chimneys and Vents | 7 | 7 |
| 0601 | Task area 1 -Venting of Fuel Burning Appliances | | |
| 0602 | Task area 2 - Chimney and Vent Connectors | | |
| 07 | Fuel Supply Systems | 14 | 14 |
| 0701 | Task area 1 - Fuel Supply Installation, Testing, and Sizing | | |
| 08 | Hydronics | 5 | 5 |
| 0801 | Task area 1 - Steam boilers and Water Control | | |
| 09 | Electrical | 8 | 8 |
| 0901 | Task area 1 - Electrical controls, Installation, and Appliances | | |
| | | 100 | 100 |

Exams are usually held on the second month of each quarter. Your open book exam will be administered by Brewster Technology, 16 Mount Ebo Road S., SUITE 18, Brewster, NY 10509. [DIRECTIONS TO BREWSTER TECHNOLOGY.](#) The doors to testing open 30 minutes prior to your appointment.

Resources for Courses

Classroom Instruction

Al Schimanski- Plumbing/ Mechanical Board Exams

Tutoring Services

Plumbing/Mechanical Board Exams

Please contact:

Scott Bishop

scottbishoptraining.com

ana@scottbishoptraining.com

(201) 852-0600

Dan O’Gorman

danogorman.net

danogorman@verizon.net

(732) 661-1935

(732) 841-5799

Al Schimanski

aldenphac@aol.com

(863) 604-5426

Exam Reference Materials:

<http://shop.iccsafe.org/>

*****The above list is for informational purposes only and is not intended to be a comprehensive list of all available exam preparation resources and is not to be construed as an endorsement of any provider by The Rockland County Department of Consumer Protection. Exam candidates are solely responsible for choosing their method of study and/or preparation for the licensing examination. *****