

Connecticut Department of Consumer Protection
State of Connecticut Licensing Process
PSI Examination Services Occupational Licensing Programs

EFFECTIVE 2008

1. **Candidates complete license application and submit to PSI** with application fee, as stated on the application which can be found in the Candidate Examination Information Bulletin at:

PSI licensure: certification
3210 East Tropicana
Las Vegas, NV 89121 Web site: www.psiexams.com or (800) 733-9267 (toll free)
2. **PSI approves for testing those applicants that are qualified for licensure**, all others are returned, to the original applicant for further documentation as requested or direction.
3. **PSI notifies the candidates of their eligibility for testing** and provides candidates with test registration and scheduling information. Each approved application will be valid for a period of one year from the date PSI receives the eligibility list from the State. **Candidate must review the Bulletin of Examination information** which can be located at www.psiexams.com or call (800) 733-9267 (toll free)
4. **Candidates register to test with PSI** by paying their test fees. The fee for each test portion is \$52. Fees can be paid by check, or credit card. Those paying by credit card can register over the telephone or on the Internet.
Registered candidates can schedule for their tests by telephone or by the Internet. PSI offers a touch-tone telephone service that allows candidates to register by phone without operator assistance 24/7. (800) 733-9267 (toll free) or Fax (702) 932-2666 www.psiexams.com
5. **Candidates that need to change their testing date** can do so up to three-days in advance of their scheduled testing session. Candidates that do not show for their testing sessions will forfeit their examination fees.
6. **Candidates take their tests at PSI testing locations** found in West Hartford and in Milford. Tests are given six (6) days a week (Monday through Saturday) with both morning and afternoon sessions. And also located in many other States (contact PSI for other locations)
7. **Candidates need to bring** in a government issued photo ID in order to verify their identity prior to the testing session.
8. **Candidates will have their picture taken** at the exam site and will provide PSI a signature by signing the test center log.
9. **PSI will administer a unique exam to each candidate**. Each exam will be equal in length and difficulty but will contain a unique mix of questions each time the test is administered.
10. **Upon completion of the test, score reports are provided** to each candidate. Passing candidates will receive a passing letter that will include instructions for completing the licensing process.
11. **Please call PSI Examination Service (800) 733-9267 with any questions pertaining to the entire Examination process.** www.psiexams.com

Occupational and Professional Licensing Division
450 Columbus Blvd, Ste 901, Hartford, CT. 06103
Phone: 860-713-6135 FAX#: 860-713-7230

e-mail: occprotrades@ct.gov Agency web site: www.ct.gov/dcp

Choose one of the following options:

1) If you have completed an apprenticeship in Connecticut **OR** your home State.

Please submit a copy of the apprenticeship completion LETTER with the return of application for a Trade License. **From any State Government or jurisdiction apprenticeship program.**

2) If you have not completed an apprenticeship your employer must contact the following agency below;

Connecticut Department of Labor
Office of Apprenticeship Training

200 Folly Brook Blvd.

Wethersfield, CT. 06109-1114

Telephone: (860) 860-263-6085

Fax: (860) 263-6088

<http://www.ctapprenticeship.com>

If you have any questions to get registered, or to request a registration packet sent by mail, please contact the Office of Apprenticeship Training at (860) 263-6085 or e-mail: ct.apprenticeship@po.state.ct.us. If requesting a packet by email, be sure to include your name, phone number, address and zip code.