



New Jersey Asbestos Exam

Candidate Information Bulletin

New Jersey Department of Health & Senior Services

**New Jersey Department of
Health & Senior Services**

**Consumer & Environmental
Health Services**

Phone: 609-826-4950

Fax: 609-826-4975

Pearson VUE

Customer Service & Reservations

Phone: 800-274-0456

All individuals who wish to acquire a New Jersey Asbestos Abatement Permit, must complete training approved by the New Jersey Department of Health and Senior Services (NJ DHSS) and then successfully pass the third party examination recognized by the NJ DHSS.

This brochure contains information regarding the asbestos certification exam recognized by the NJ DHSS.

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Background

Asbestos Workers and Supervisors are responsible for abating asbestos-containing materials in NJ. Individuals must be licensed by the New Jersey Department of Labor and Workforce Development (NJ DOLWD) prior to conducting any activities for which this certification is required.

Eligibility

To be eligible to take this examination, an individual must either:

1. Complete a New Jersey Department of Health and Senior Services (NJ DHSS) certified training course; **or**
2. Have their training approved by the NJ DHSS in accordance with NJ's reciprocity requirements.

To learn more, contact the NJ DHSS at (609) 826-4950 or go to ww.state.nj.us/health/iep.

General Scheduling Information

Scheduling for an examination can be done via telephone by calling Pearson VUE at 800-274-0456 or online at <http://www.pearsonvue.com/nj/asbestos/>.

First-time users are required to create an account. The candidate will need to fill in all required fields, which are preceded by an asterisk, on the online form in order to create an ID and be assigned a password. Step-by-step instructions will follow on how to make a reservation for an examination.

Candidates must make an online reservation at least twenty-four (24) hours before the desired examination date.

The following information will be requested at the time of scheduling:

- Candidate's legal name, address, and other demographic information
- The type of examination you wish to take (ie. Supervisor-HPB, Supervisor-CBS, Inspector/Risk Assessor)
- Preferred examination date and test center location (see *Test Centers*, Page 4)
- Payment (certified check, money order, pre-purchased vouchers, or credit cards)

Following are Pearson VUE's Reservation Center hours:

Monday-Friday	8am-11pm
Saturday	8am-5pm
Sunday	10am-4pm

Examination Fee

The following fees apply to both first time examination takers and re-takers. Checks and money orders should be made payable to "Pearson VUE". Exam fees are as follows:

Worker	\$ 80
Supervisor	\$125

Note: Cash and personal checks will not be accepted

Payment Options

Once you have scheduled an examination, payment will be required. Payment options are as follows:

1. Credit Card

All major credit/debit cards are accepted. You will be required to provide a billing address, credit/debit card number, and card expiration date.

2. Voucher

Vouchers offer another convenient way to pay for tests. Vouchers can be purchased online at <http://www.pearsonvue.com/vouchers/pricelist/njasbestos.asp> by credit card either singly or in volume. To redeem a voucher as payment when scheduling a test, simply indicate voucher as the payment method and provide the voucher number. **All vouchers are pre-paid. Vouchers are non-refundable and non-returnable.** Vouchers expire twelve (12) months from the date they are issued. Voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

3. Electronic Checks

Candidates who choose to pay the examination fee by electronic check must have a personal checking account, and must be prepared, at the time of reservation, to provide Pearson VUE with the following information:

- Bank name
- Account number and routing number
- Social Security number, state-ID number or driver's license number
- Name and address on the account

Using this information, Pearson VUE can request payment from the candidate's bank account just as if the candidate had submitted an actual paper check.

Candidates paying by electronic check must register at least five (5) days before the examination date in order for their check to be processed.

Test Centers

PPC Code	Location
51947	Toms River, NJ
47065	Atlantic City, NJ
47068	Lyndhurst, NJ
47066	Somerset, NJ
47067	Princeton, NJ
54859	Philadelphia, PA
46992	Newark, DE
46991	Dover, DE

Holiday Schedule

There will be no testing on the following holidays or holiday weekends:

New Years Day/Weekend
Martin Luther King, Jr. Day
President's Day
Memorial Day/Weekend

Independence Day/Weekend
Labor Day/Weekend
Thanksgiving Day/Weekend
Christmas Day/Weekend

Change/Cancellation Policy

To change or cancel a reservation, candidates must call Customer Care at 800-274-0456 two (2) calendar days before the examination is to be administered.

Candidates who change or cancel their reservations without proper notice or without an appropriate excuse (see *Absent/Lateness Policy*, below) are responsible for the full examination fee.

Special Exam Arrangements: Americans with Disabilities Act (ADA)

Pearson VUE complies with the provisions of the Americans with Disabilities Act (42 U.S.C 12101 et seq.), in accommodating disabled candidates who need special arrangements to take an examination.

Candidates who require special arrangements due to impaired sensory, manual or speaking skills, or other disability, should fax the *Special Accommodations Request Form* (Appendix A, page 11) to Pearson VUE

The form must be accompanied by supporting documentation from a physician or other qualified professional reflecting a diagnosis of the candidate's condition and an explanation of examination aids or modifications. Pearson VUE will provide auxiliary aids and services, except where such may be fundamentally alter the examination results, or result in undue burden. The examination will be scheduled upon receipt of all required information by Pearson VUE.

Candidates who have additional questions concerning ADA arrangements may contact the ADA Coordinator at 800-466-0450. However, the *Special Accommodations Request Form*, along with the required supporting documentation, MUST be submitted to Pearson VUE before any special examination arrangements can be finalized.

Pearson VUE will determine the time and place of specially arranged examinations and will confirm these arrangements directly with the candidate. Candidates who need to reschedule or need to retest should notify Pearson VUE, Special Accommodations, that special accommodations were used for the previous examination.

Due to the unique nature of each request, Pearson VUE recommends that candidates request special services as early as possible. Pearson VUE will make a concerted effort to provide reasonable accommodations as permitted by state licensing agencies and test center capabilities.

Absent/Lateness Policy

Candidates who are unable to attend an examination, may be excused for the following reasons:

- Illness of the candidate or of a member of the candidate's immediate family
- Death in the immediate family
- Disabling traffic accident or car breakdown
- Court appearance, jury duty, or subpoena
- Military duty
- Weather emergencies

Candidates who are otherwise absent or late to an examination, and have not rescheduled or canceled according to the *Change/Cancellation Policy* (see above), will be responsible for the examination fee. Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within fourteen (14) business days of the original examination date.

Weather Delays and Exam Cancellations

If severe weather or a natural disaster makes travel to the test center inaccessible or unsafe, the examination may be delayed or cancelled. Candidates may call Pearson VUE at 800-274-0456 for details regarding delays and cancellations during severe weather.

Examination Procedures

Candidates should report to the Pearson VUE Center thirty (30) minutes before the exam is scheduled, to complete registration. When candidates arrive, they should check in with the test center manager and present their, identification, and proof of NJ approved training (see *What to Bring to the Examination*, below). The manager will review this documentation and photograph each candidate for his/her score report.

Candidates must agree to abide by the Pearson VUE and NJ Department of Health and Senior Services' test center security policies. The security policies are presented at the beginning of the examination. Candidates must select the "I agree" button to proceed. Candidates who do not agree or accidentally select the "Not Agree" button will not be allowed to test.

Candidates will have an opportunity to take a tutorial before proceeding to the actual examination. The time spent on the tutorial will not reduce the time allotted for the examination. Proctors will be able to answer questions regarding the operation of examination equipment, but will not answer any questions regarding examination content. Upon successful passing of the examination, Pearson VUE staff will generate a score report. Your ORIGINAL report must be sent to the Department of Labor and Workforce Development with your permit application as proof of passing the examination. **Copies of the score report will not be accepted.** You should keep a copy of the score report for your records. For more information on applying for your permit, call 609-633-2158.

What to Bring to the Examination

Required Materials:

All candidates are required to bring identification that is deemed acceptable, as listed under *Acceptable Forms of Candidate Identification* (see below). On the day of the examination, candidates must bring the following to the test center:

- Two (2) forms of a signature-bearing identification (one must be photo-bearing).
- Original gold-colored copy of the New Jersey Department of Health and Senior Services' Asbestos Training Information Record (ASB-24)*

****Reciprocity candidates must bring the original signed letter on DHSS letterhead indicating their eligibility to take the examination.***

Candidates who do not present the required items will be denied admission to the examination, will be considered absent and will forfeit the examination fee.

Acceptable Forms of Candidate Identification

Candidates must present **two (2) forms** of current signature identification. The primary identification must be government issued and photo-bearing with a signature. The secondary identification must contain a valid signature. Identification must be in English.

Primary ID (must bear photograph and signature and not expired)

Acceptable types of Primary ID:

- Government-issued Driver's License
- U.S. Department of State Driver's License

Acceptable Forms of Candidate Identification (cont'd)

Acceptable types of Primary ID (cont'd):

- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country Identification Card
- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependants
- Alien Registration Card (Green Card, Permanent Resident Visa)

Secondary ID (Must bear signature and not expired).

Acceptable types of Secondary ID:

- U.S. Social Security Card
- Debit (ATM) or Credit Card
- Any form of ID on the Primary ID list

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list which contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired the day before the examination and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired by Pearson VUE.

Pearson VUE Test Center Policies

The following policies are observed at each Pearson VUE test Center.

Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee:

- **CALCULATORS ARE PERMITTED.** Only silent, handheld, solar, or battery-operated, non-programmable calculators (without paper tape printing capabilities or alphabetic keypads) may be used. Calculators will be available **ONLY** at the Bangor and Westbrook test centers.
- **No personal items are allowed in the testing room.** Personal items include but are not limited to cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens, or pencils.
- Candidates must store all personal items in a secure area as indicated by the administrator, or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen, or misplaced personal items.**
- Studying **is not** allowed in the test center. Visitors, children, family, or friends **are not** allowed in the test center.

Continued on the next page.

Pearson VUE Test Center Policies (cont'd)

Policies observed at each Pearson VUE test center (cont'd).

- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room (unless permitted by the NJ Department of Health and Senior Services), and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the NJ Department of Health and Senior Services. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Break policies are established by the NJ State Department of Health and Senior Services. Most sponsors allow unscheduled breaks. To request an unscheduled break, the candidate **must** raise his/her hand to get the administrator's attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks. However, candidates **are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor.** If a candidate is discovered to have left the floor or building, he/she will not be permitted to proceed with the examination and may forfeit the exam fees.
- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary—for example, personal medication that must be taken at a specific time. **However, a candidate must receive permission from the administrator prior to accessing personal items that have been stored.** Candidates are **not** allowed access to other items, including but not limited to cellular phones, PDAs, exam notes, and study guides, unless the exam sponsor specifically permits this.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help, using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the NJ State Department of Health and Senior Services for prosecution in accordance with the requirements of N.J.A.C. 8:60.

Content Outlines

Below are the Content Outlines for each of the asbestos examinations. Next to each content area is the approximate percentage of questions for that category.

Asbestos Worker Examination	
Content Area	%
General Topics Related to Asbestos	8%
Health and Medical Considerations	12%
Personal Protective and Other Equipment	18%
Work Practices, Procedures, and Disposal	28%
Additional Safety Hazards	10%
Testing Methodologies	12%
Regulations	12%

Asbestos Supervisor Examination	
Content Area	%
General Topics Related to Asbestos	8%
Health and Medical Considerations	13%
Personal Protective and Other Equipment	12%
Work Practices, Procedures, and Disposal	25%
Additional Safety Hazards	7%
Testing Methodologies	8%
Regulations	13%
Legal Considerations	10%
Supervisory	4%

Retaking the Examination

Candidates who fail the examination may register to retake the examination. There is no limit to the number of times you may take the examination. However, you must successfully pass the examination within one year of the completion of your initial asbestos training course. The fee for retakes is the same as the initial fee (see *Examination Fee*, page 3).

Contact Information

Contact the following agency for questions regarding:

Eligibility and Training

New Jersey Department of Health and Senior Services
Consumer, Environmental, and Occupational Health Service
Indoor Environments Program
PO Box 369
Trenton, NJ 08625-0369
Telephone: 609-826-4950
Fax: 609-826-4975

Your Asbestos Permit Application

New Jersey Department of Labor and Workforce Development
Asbestos Control and Licensing
PO Box 949
John Fitchway Plaza, 3rd Floor
Trenton, NJ 08625-0949
Telephone: 609-633-2158
Fax: 609-633-0664

The Examination Process

Pearson VUE
Three Bala Plaza West, Suite 300
Bala Cynwyd, PA 19004-3481
Telephone: 800-274-0456

Appendix A: Special Accommodations Request Form



Special Accommodations Request Form

Any individual who has a physical or mental impairment or limitation described as a disability under the Americans with Disabilities Act (ADA) may request special examination arrangements.

Candidates who wish to request special accommodations for ADA should fax this form to Pearson VUE at 610-617-9397. Certain documentation must be faxed with this form, as detailed on page 5. All requests must first be approved by Pearson VUE. Candidates must wait for confirmation of approval before scheduling an examination.

PLEASE PRINT CLEARLY		Date:	
Last Name		First Name:	MI:
Address:	City	State:	Zip:
Daytime Phone: ()		Email Address:	
Description of Disability:			
<input type="checkbox"/> Large-print written exam	<input type="checkbox"/> Marker	<input type="checkbox"/> Additional time	<input type="checkbox"/> Reader
<input type="checkbox"/> Other (please describe):		<input type="checkbox"/> Separate testing room	<input type="checkbox"/> Sign language interpreter
Accommodations previously provided to you (list accommodation and purpose, such as “sign language interpreter for SAT exam”):			
<p>Candidates should contact Pearson VUE with questions about special accommodations: Pearson VUE Test Center Accommodations, 3 Bala Plaza West, Suite 300, Bala Cynwyd, PA 19004 Phone: (800) 466-0450 TDD: (866) 274-4777 Fax: (610) 617-9397</p>			