Pearson

NJ Health
New Jersey Department of Health

New Jersey Asbestos Exam

Candidate Handbook

June 2022

#393101

CONTACT INFORMATION

Contact the following agencies for questions regarding:

ELIGIBILITY AND TRAINING

New Jersey Department of Health
Consumer, Environmental, and Occupational Health Service
Environmental & Occupational Health Assessment Program
PO Box 369
Trenton, NJ 08625-0369

Phone
609-826-4950

Fax
609-826-4975

Email
iep.program@doh.nj.gov

Website
https://www.nj.gov/health/ceohs/asbestos/

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

Phone
609-633-2158

Fax
609-633-0664

Website
https://www.nj.gov/labor/safetyandhealth/

THE EXAMINATION PROCESS

Pearson VUE/New Jersey Asbestos Program
Attn: Regulatory Program Coordinator
5601 Green Valley Drive
Bloomington, MN 55437

Phone
(800) 274-0456

Email
pearsonvuecustomerservice.com

Website
www.pearsonvue.com

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OVERVIEW

The candidate handbook is a useful tool in preparing for an examination.

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

This candidate handbook contains information regarding the asbestos certification exam recognized by the NJDOH.

Individuals who wish to obtain an Asbestos Abatement Permit in the state of New Jersey must:

1. **Meet all eligibility requirements.**
   Before taking an examination, candidates must meet all eligibility requirements.

2. **Schedule an examination and pay the examination fee.**
   Schedule an examination either by phone or online with Pearson VUE.

3. **Go to the test center.**
   Go to the test center on the day of the examination, bringing along all required materials.

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 (NJDOH) certified training course; or
2. Have their training approved by the NJDOH in accordance with NJ's reciprocity requirements.

To learn more, contact the NJDOH at (609) 826-4950 or go to https://www.nj.gov/health/ceohs/asbestos/.

SCHEDULING

PHONE RESERVATIONS
(800) 274-0456

GENERAL SCHEDULING INFORMATION

Online Scheduling

Candidates must go to https://www.pearsonvue.com/us/en/nj/asbestos.html to make an online reservation for an examination. 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 who wish to make an online reservation should do so at least twenty-four (24) hours before the desired examination date.

Phone Scheduling

Candidates may call Pearson VUE at 800-274-0456 to make a reservation.

PEARSON VUE HOURS*	
Monday – Friday	8 am – 11 pm EST
Saturday	8 am – 5 pm EST
Sunday	10 am – 4 pm EST

Before calling, candidates should have the following:

- Candidate's legal name, address, and other demographic information
- The type of examination you wish to take (ie. Supervisor or Worker)
- Preferred examination date and test center location
- Payment

A representative will help candidates select a convenient examination date and location and will answer questions. A reservation will be made based on the next available examination date.

EXAMINATION FEES

The following fees apply to both first time examination takers and re-takers.

EXAMINATION	FEES
Asbestos Safety Technician	$125
Worker	$ 80
Supervisor	$125

Payment will not be accepted at the testing locations.

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. **Vouchers**

   Vouchers offer another convenient way to pay for tests. Vouchers can be purchased online at https://voucherstore.pearsonvue.com/order?clientCode=NJASBESTOS 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.

CHANGE/CANCEL POLICY

Candidates should call Pearson VUE at (800) 274-0456 at least forty-eight (48) hours before the examination to change or cancel a reservation. Candidates who change or cancel a reservation with proper notice may either transfer their fees to a new reservation or request a refund. Candidates who change or cancel their reservations without proper notice will forfeit the examination fee. Refunds for credit/debit cards are immediate, while refunds for vouchers will be processed in two to three (2-3) weeks.

Candidates are individually liable for the full amount of the examination fee once a reservation has been made, whether individually or by a third party.

ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time
- A Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- A description of past accommodations the candidate has received

The steps to follow when requesting test accommodations vary, depending on your test program sponsor. To begin, go to https://www.pearsonvue.com/us/en/test-takers/accommodations.html, and then select your test program sponsor from the alphabetized list. Candidates who have additional questions concerning test accommodations may contact the ADA Coordinator at accommodationspearsonvue@pearson.com.

ABSENCE/LATENESS POLICY

Candidates who are late to or absent from an examination may be excused for the following reasons:

- Illness of the candidate or of the candidate's immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

Candidates who are late to an examination will not be admitted and will forfeit the examination fee. Candidates who are absent from an examination and have not changed or canceled the reservation according to the Change/Cancel Policy will forfeit the examination fee. Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within fourteen (14) days of the original examination date.

WEATHER DELAYS AND CANCELLATIONS

If severe weather or a natural disaster makes travel to the test center inaccessible or unsafe, the examination may be delayed or cancelled. Pearson VUE will attempt to contact each candidate via phone or e-mail as soon as they become aware of an issue.

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*, on page 4). 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's 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.

EXAM DAY

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** 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 Asbestos Training Information Record (ASB-24)*

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

REQUIRED ITEMS

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 (photograph and signature, not expired)

- Government-issued driver's license
- U.S. Dept. of State driver's license
- U.S. learner's permit (plastic card only with photo and signature)
- National/state/country ID
- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

Secondary ID (signature, not expired)

- U.S. Social Security Card
- Debit (ATM) card 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 that contains a visible signature.

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

TEST CENTER POLICIES

The following policies are observed at each 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.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to cellular phones, hand-held computers 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.
- 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 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. **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. Most sponsors allow unscheduled breaks. To request an unscheduled break, the candidate **must** raise his or 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 or 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, 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 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	**Percentage**
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	**Percentage**
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**).

DUPLICATE SCORE REPORTS

As of June 24, 2022, candidates may obtain a copy of their score report by logging into their Pearson VUE account. For candidates who tested prior to June 24, 2022, a duplicate score report can be requested by emailing Pearson VUE at pearsonvuecustomerservice@pearson.com.

GENERAL INFORMATION

CANDIDATES CAN MAKE AN EXAM RESERVATION ONLINE 24/7 BY CREATING AN ACCOUNT AT https://www.pearsonvue.com/us/en/nj/asbestos.html.

CANDIDATES MAY ALSO SCHEDULE BY CALLING 800-274-0456.

Candidates may test at any of our US test centers.

TEST CENTER LOCATIONS	
Atlantic City, NJ	Philadelphia, PA
Somerset, NJ	Plymouth Meeting, PA
Princeton, NJ	New York, NY
Lyndhurst, NJ	

Locations and schedules are subject to change.

PEARSON VUE HOLIDAY SCHEDULE

Testing may be unavailable on U.S. federal holidays and, in some cases, holiday weekends.