

LIQUIFIED PETROLEUM GAS DEALER 4
2019 Licensure Exam

**Candidate
Handbook**

Liquefied Petroleum Gas Dealer 4
2019 Certification Exam
Candidate Handbook

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Study Material for the Exam:

Study materials are provided by the employer and may be purchased from the National Fire Protection Agency.

Study reference materials are:

- 2008 edition of NFPA 58
- 2006 edition of NFPA 54
- CETP Basic Principles and Practices of Propane

About the Tennessee Liquefied Petroleum Gas Dealer 4 Examination

The questions on the Liquefied Petroleum Gas Dealer 4 Examination are based on the study material listed on the previous page of the handbook. The questions on the exam will be multiple-choice in format and will have four (4) answer choices. For each question, you must decide which *one* of the choices is the *best* answer. Even though some answers may be somewhat correct, one of the choices represents a *best* answer. You must decide which one of the choices is the *best* answer. We recommend that you read the entire question and all response choices before making your decision. You will not be penalized for guessing.

This test consists of approximately 60 questions. You will be allowed 2.5 hours for the examination. This is an open book test, but you are **ONLY** allowed to take in the appropriate sources in the testing site. We rely on a cut-off score, or minimum, score that represents minimum competency. (To pass an examination, you must score at or above the cut-off.)

Please note that test takers are NOT PERMITTED to bring ANY electronic communication or recording devices such as cellular phones, pagers, palm pilots, radios, cassette/digital recording devices, laptops, etc., into the written test site. Possession of one or more of these prohibited devices inside of the testing center will result in disqualification. In addition, brief cases and other personal items must be left outside of the testing center. Upon completion of the testing process, candidates must leave the testing premises. Candidates found attempting to reconstruct the exam will be disqualified from sitting for subsequent exams. **YOU ARE NOT ALLOWED TO MAKE ANY MARKS OR NOTES IN YOUR SOURCE MATERIAL.** Failure to obey the rules and instructions before, during, and after the examination may result in disqualification from the examination. Be sure to listen to all instructions carefully. If you do not follow instructions, you may hurt your chances for a good score.

Examination Locations

TCAT Jackson: www.registerblast.com/tcatjackson/exam

Group Name: State of TN Certification Tests

Select test name in next drop-down menu

Scheduling: tests are available Monday, Tuesday, Wednesday, and Friday at 8:00 and 9:00 a.m.

Follow the rest of the drop-down boxes/instructions on the menu.

TCAT Nashville: www.registerblast.com/ttc/exam

Group Name: State of Tennessee Certification Tests.

Select test name in next drop-down menu.

Scheduling: tests are available Tuesday and Thursday at 8:15.

Follow the rest of the drop-down boxes/instructions on the menu.

Vol State—Gallatin, Cookeville, Highland Crest, Livingston: www.volstate.edu/testing

First choose desired campus.

Group Name: Remote Proctoring for Non-Vol State Students

Exam: Other

Select test name in next drop-down menu.

Scheduling is flexible.

Follow the rest of the drop-down boxes/instructions on the menu.

University of TN at Chattanooga: www.utc.edu/testing

Scroll down to Other Tests and choose the test by name.

Scheduling is flexible.

Carson-Newman University, W. Knoxville & Jefferson City: Email Julie Wright: jwright@cn.edu

Email is preferred, but phone number is 865-471-3471.

Scheduling is flexible.

Morris & McDaniel Testing Center in Memphis. Email Kristy at

tncertification@morrisandmcdaniel.com to schedule a test time.

Examination Costs

LP GAS DEALER 4 LICENSURE EXAMINATION	\$160.00
LP GAS DEALER 4 LICENSURE RE-EXAMINATION	\$100.00
EXAMINATION RESCORE	\$50.00
DUPLICATE SCORE REPORT	\$25.00

After registering for licensure with the state of Tennessee, you should visit our website <http://www.morrisandmcdaniel.com/pages/CertificationExams-TNlp.htm> to register and pay for the examination. If you are unable to register and pay online or have any questions, you may call us at **1 (888) 403-3577** or email us at tncertification@morrisandmcdaniel.com.

Examination Security

Examination security is vital to the mission of certification and licensure testing. No notes can be made during exam administration. Pens or pencils will not be allowed while testing.

Morris & McDaniel is completely committed to ensuring that all security measures are followed to the utmost. If any test administrator suspects that a breach of security exists, he or she will report it to Morris & McDaniel and escort the applicant away from the testing site.

Score Notification

You will receive an email notification of your exam score within 2 weeks after the exam administration. We do not share results over the phone nor do we share them anyone other than you. However, we will release a collective score report to the State that includes the names of those who took and passed an examination during a certain period.

If you need a duplicate score report, please visit our website at:

<http://www.morrisandmcdaniel.com/pages/CertificationExams-TNlp.htm>. There is a \$25 fee.

Score Verification

If you have questions about the accuracy of your score, we can perform a score verification for a \$50 fee. Score verification ensures that the computer counted the correct and incorrect answers appropriately. It does not review the questions and answers.

If you are interested in obtaining verification, please visit our website at:

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Tips for Taking the Exam

Before the Exam

- Get everything you need organized the night before. Select comfortable clothes to wear. Make sure you have a government-issued picture ID.
- If possible before exam day, drive to the exam site and make sure you know where you will be going.
- Get a good night's sleep and wake up early enough to eat a good breakfast.
- Leave early enough so you allow MORE than enough time to arrive at least 15 minutes before the exam registration begins.

During the Exam

- Read the instructions carefully. Read the instructions for each set of material or questions. There are usually different instructions which apply to different kinds of questions. Make certain you understand what you are supposed to do.
- Monitor your time. Note the time allowed and number of questions. You have been given a certain amount of time to complete your exam. Pace yourself so that you do not spend too much time on any one item. If there are 60 questions and you have 2.5 hours to complete the test, then this means you have 2.5 minutes per question. Monitor your time periodically throughout the test to make sure you have not fallen behind.
- Do not waste any time. Once you have gone through every item, immediately go back over them.
- Before submitting your answers, make sure that you have answered each individual question by clicking the answer that you select as the best answer.
- Understand the question. Understanding what the question is asking is fundamental and important to answering it correctly, so read each item stem once, read the response choices, then reread the stem.

- Do not select a choice before reading all the response choices. There may be an answer that is somewhat correct listed first, but then you may find an answer that is *most* correct. Your careful reading of your instructions told you always to select the best response.
- Carefully examine a choice to determine why it **COULD NOT** be correct. Once you have determined that a choice **CANNOT** be correct, then eliminate that choice and move to the next choice. If you are not able to eliminate the choice, then move to the next choice. Always go with your educated guess, rather than your first impression, if you do not know which choice is correct. If you can eliminate one of the choices, your odds are now one in three, instead of one in four. Sometimes you are not able to eliminate a choice because it simply is not a wrong choice. It is only after you have reviewed all choices when you realize that, even though it is not wrong, there is one choice that is better than the others.
- Be very careful when submitting your answers. Do not submit too early as you would not be able to undo the submission.

LIQUEFIED PETROLEUM GAS DEALER 4 EXAMINATION

CANDIDATE INFORMATION

NAME: TEST TAKER

EMAIL ADDRESS

EXAM DATE(S): January 31, 2020

TEST LOCATION:

SCORE REPORT

RAW SCORE	PERCENT SCORE	OFFICIAL RESULT
		PASS

Number of items
correct out of 60

Raw Score converted
to a percentage score.

Picture ID