

## Connecticut Department of Consumer Protection State of Connecticut Licensing Process

Connecticut has a three tier process to apply for licensing:

- 1) Apprenticeship program completion or proof of equivalent experience and training\*
- 2) Licensed journeyman for two years
- 3) Contractor license.

**\*Note: If applying for equivalent experience and training,** you must compare the school related instruction **and** on the job training required of a Connecticut Department of Labor Apprentice to the occupational license type you are applying for. To obtain this information go to: [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us). For work schedules, click on “Apprenticeship” then “Apprenticeship trades”. For course outlines, click on “Apprenticeship” then “Courses required for each trade”.

## PSI Examination Services – Application Procedures

Candidates must carefully review the Candidate Information and Application Bulletin, which can be located at [www.psiexams.com](http://www.psiexams.com) or call (800)733-9267 (toll free) to request a bulletin.

After reviewing the bulletin, candidates must print out and complete the one-page license application and submit, **along with the required documentation and application fee**, to PSI:

PSI licensure: certification  
3210 East Tropicana  
Las Vegas, NV 89121

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.

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.

Candidates register to test with PSI by paying their test fees. Fees can be paid by check, or credit card. Those paying by credit card can register over the telephone or on 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](http://www.psiexams.com).

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.

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)

Candidates need to bring in a government issued photo ID in order to verify their identity prior to the testing session.

Candidates will have their picture taken at the exam site and will provide PSI a signature by signing the test center log.

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.

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.

If you require additional information regarding the application process, please call PSI Examination Service at (800) 733-9267 or go online to [www.psiexams.com](http://www.psiexams.com).