



**State of Texas**

# **CODE ENFORCEMENT CANDIDATE HANDBOOK**

**December 2010**

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# CONTACT INFORMATION

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## STATE LICENSING INFORMATION

Candidates may contact the Texas Department of State Health Services with questions about examination requirements, the content of the examination, and information on the *Letter of Eligibility*.

### DSHS Code Enforcement Officer Exam

PO Box 149347, Mail Code 1982  
Austin, TX 78714-9347

**Phone:** (512) 834-4512

**Web:** <http://www.dshs.state.tx.us/code/>

**Email:** [ceo@dshs.state.tx.us](mailto:ceo@dshs.state.tx.us)

## EXAMINATION INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

### Pearson VUE

Code Enforcement Officer Exam (37 TX)  
PO Box 8588  
Philadelphia, PA 19101-8588

**Phone:** (800) 470-8753

**Web:** [www.pearsonvue.com](http://www.pearsonvue.com)

# QUICK REFERENCE

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## RESERVATIONS

### Before making an exam reservation

Candidates should thoroughly review this handbook, which contains important information regarding eligibility and the examination and registration processes.

### Making an exam reservation

Candidates may make a reservation with Pearson VUE by:

- Going online at [www.pearsonvue.com](http://www.pearsonvue.com)
- Calling Pearson VUE at (800) 470-8753
- Faxing the *Fax Reservation Form* (from Appendix) to (888) 204-6291

Candidates should make a reservation online or by phone at least twenty-four (24) hours before the desired examination date (unless an electronic check is used for payment, as detailed on page 3). Fax reservations should be made at least two (2) calendar days before the desired examination. **WALK-IN EXAMINATIONS ARE NOT AVAILABLE.**

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## SCHEDULES & FEES

### Test centers

A list of test centers appears on the back cover of this handbook and on Pearson VUE's website ([www.pearsonvue.com](http://www.pearsonvue.com)).

Candidates should contact Pearson VUE to confirm specific locations and schedules.

### Exam fee

The examination fee (\$50) must be paid at the time of reservation by credit card, debit card, voucher, or electronic check. **Payment will not be accepted at the test center. Examination fees are non-refundable and non-transferable except as detailed in *Change/Cancel Policy* (page 4).**

## EXAM DAY

### What to bring to the exam

Candidates should bring to the examination proper identification and other materials as dictated by the Texas Department of State Health Services. A complete list can be found in *What to Bring* (page 6).

### Exam procedures

Candidates should report to the test center at least thirty (30) minutes before the examination begins. Each candidate will have one and one half (1½) hours to complete the examination and will leave the test center with an official score report in hand.

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# OVERVIEW

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

It is highly recommended that the Texas Code Enforcement Officer Candidate Handbook be reviewed before taking the examination.

## **Individuals who wish to become registered as a code enforcement officer must:**

### **1. Meet all eligibility requirements.**

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

*(See page 1 for additional details.)*

### **2. Make a reservation and pay the examination fee.**

Make a reservation online, by phone, or by fax with Pearson VUE for the examination *(See page 1)*.

### **3. Go to the test center.**

Go to the test center on the day of the examination, bringing along all required materials *(See page 6)*.

### **4. Issuance of Registration.**

After passing the examination, candidates must follow the next steps for registration as set forth on the Score Report issued at the test center.

*(See page 10 for additional details.)*

**Candidates must read state-specific information carefully for important information regarding examination procedures in their jurisdictions.**

# INTRODUCTION

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## OBJECTIVE OF THE EXAM

The purpose of the code enforcement officer (CEO) examination is to help ensure public safety by reliably determining that code enforcement officers are sufficiently knowledgeable to provide code enforcement services to the public. Each applicant for code enforcement officer registration who meets the education requirements must pass the CEO examination prior to the issuance of registration.

This handbook is designed to provide you with general information regarding the CEO examination, as well as with an overview of the content areas on which you will be examined.

Your state uses the services of Pearson VUE to administer and score the CEO examination. Pearson VUE is one of the leading providers of assessment, licensing, and credentialing support services to national associations, state regulatory agencies, the health profession, and private industry.

## ESTABLISHING PASSING STANDARDS

The CEO examination measures the knowledge and skills required to be a code enforcement officer, and represents a standard of performance that subject matter experts agree is the minimum acceptable level for registration in the profession. To establish a pass/fail standard, a panel of code enforcement officers met to review the content of the examination. The independent judgments of the panel members were aggregated to determine the passing score for the examination.

## EXAM RESERVATIONS

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You are responsible for knowing all regulations regarding reservations and fees presented in this handbook.

## ELIGIBILITY

The Texas Department of State Health Services has established criteria governing who may take the Code Enforcement Officer Examination. You must review the materials distributed by the Texas Department of State Health Services to determine whether you meet the eligibility requirements. If you meet the eligible requirements, you will be sent a *Letter of Eligibility* from the Texas Department of State Health Services. Once you have received the *Letter of Eligibility*, you may call Pearson VUE to schedule an examination. Please note you may not take the examination before you complete your training program.

**Walk-in examinations are not available.** You must make a reservation online, by phone, or by fax.

## ONLINE RESERVATIONS

You **must** go to <http://www.pearsonvue.com/tx/doh/> to make an online reservation for an examination. First-time users are required to create an account. You 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.

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

## PHONE RESERVATIONS

You may call Pearson VUE at (800) 470-8753 to make an examination reservation. A Pearson VUE representative will help you select a convenient examination date and location, provide specific instructions and directions, and answer any questions you may have.

If you wish to make a phone reservation, you **MUST** do so at least twenty-four (24) hours before the desired examination date (unless an electronic check is used for payment, as detailed on page 3).

PEARSON VUE CALL CENTER HOURS	
Monday – Friday	6 am – 10 pm
Saturday	7 am – 4 pm
Sunday	9 am – 3 pm

*Central Standard Time*

Have available the following information when you call to make an examination reservation:

- Your full name, address, Social Security number, daytime telephone number, and date of birth
- The examination date and location of the test center you desire
- The name of the examination (Code Enforcement Officer Exam is 37 TX) you will be taking
- *Letter of Eligibility* (issued by the Texas Department of State Health Services)

## Telecommunication Devices for the Deaf

Pearson VUE is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. Call the special TDD toll-free number at (866) 274-4777 to make an examination reservation. This telephone number is for use only by candidates with compatible TDD equipment.

## FAX RESERVATIONS

You may fax the *Fax Reservation Form* (from the back of this handbook) to Pearson VUE at (888) 204-6291, 24 hours a day, 7 days a week. The completed form should be faxed at least four (4) calendar days before the desired examination date (unless an electronic check is used for payment, as detailed below). A confirmation of the reservation will be returned by fax within twenty-four (24) hours of receipt of the faxed request.

## EXAM FEE

You must pay the examination fee (\$50) at the time of reservation by credit card, debit card, voucher, or electronic check. **Payment will not be accepted at the test center, nor will any payment that covers more than one candidate.** Examination fees are non-refundable and non-transferable, except as detailed in the *Change/Cancel Policy*.

## Electronic Checks

If you who choose to pay the examination fee by electronic check you must have a personal checking account, and must be prepared to provide to Pearson VUE at the time of reservation 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 your bank account just as if you had submitted an actual paper check.

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

## Vouchers

Vouchers offer another convenient way to pay for tests. Vouchers can be purchased online at <http://www.pearsonvue.com/vouchers/pricelist/txdoh.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

## **CHANGE/CANCEL POLICY**

You must telephone Pearson VUE at (800) 470-8753 at least two (2) calendar days before the examination to change or cancel a reservation. You may not change or cancel a reservation by fax. If you change or cancel a reservation with proper notice, you may either transfer your fees to a new reservation or request a refund. If you change or cancel a reservation without proper notice, you will forfeit the examination fee.

## **ABSENCE/LATENESS POLICY**

If you are unable to attend your scheduled examination, you may be excused for any of the following reasons:

- Illness—either yours or that of an immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty

**If you are absent from or late to an examination and have not changed or canceled the reservation according to *Change/Cancel Policy* you will not be admitted to the examination and you 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. Documentation for absences for medical reasons must have the original signature of the medical practitioner. Stamped signatures will not be accepted. Written verification and supporting documentation can be sent by fax to (888) 204-6291 or mailed to the following address:

**Pearson VUE/Code Enforcement Officer Exam (37 TX)**  
PO Box 8588, Philadelphia, PA 19101-8588

## **WEATHER DELAYS AND CANCELLATIONS**

If severe weather or a natural disaster makes the test center inaccessible or unsafe, the examination may be delayed or canceled. Candidates may call Pearson VUE at (800) 274-2615 for details on weather delays and cancellations.

## **SPECIAL EXAM REQUESTS AND SERVICES**

Pearson VUE complies with the provisions of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*) and Title VII of the Civil Rights Act, as amended (42 U.S.C. 2000e *et seq.*), in accommodating disabled candidates. Auxiliary aids and services will not be authorized if they would fundamentally alter the nature of the examination or if providing them would result in an undue burden for the state or Pearson VUE.

If you need to request special examination services due to impaired sensory, manual, or speaking skills, or another disability, you must contact the Texas Department of State Health Services at (512) 834-4512 for approval. Once you have been approved by the Texas Department of State Health Services for special examination services, you may mail or fax a written request to Pearson VUE Special Accommodations. The special request fax line is (610) 617-9397. Your request should include verification of state approval; your name, address, and Social Security number; the desired examination date, location, and time; and a description of the special requirements. Your request must also include both supporting documentation from a physician (or other qualified professional) that reflects a diagnosis of your condition and also an accompanying explanation of the required examination aids or modifications.

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

If you have additional questions concerning special examination requests and services, you may contact Pearson VUE by telephone at (800) 466-0450 or by fax at (610) 617-9397. If you need to retest and special arrangements were used for the prior examination, please notify Pearson VUE Special Accommodations of these arrangements at the time you schedule your re-examination.

## **NON-SATURDAY EXAMS**

If, for religious reasons, you cannot take an examination offered only on Saturdays, you may request a non-Saturday examination. This request must be made in writing by your religious advisor on official stationery and sent to the Texas Department of State Health Services, who will notify Pearson VUE. The Department must first approve your request before Pearson VUE may schedule the examination.

# EXAM DAY

## REPORTING TIME

Your specific reporting time will be given to you when you make your examination reservation. Please allow yourself sufficient time to find the test center on the day of the examination, and make sure you have all necessary documentation before you report for the examination. It is recommended that you report to the test center thirty (30) minutes before your examination in order to complete registration.

## WHAT TO BRING

### Required Materials

All candidates are required to bring identification that is deemed acceptable, listed under *Acceptable Forms of Candidate Identification*, to the test center on the day of examination along with any other materials as dictated by the Texas Department of State Health Services.

Candidates who have changed their names must provide written documentation of the change. This documentation may be a copy of a marriage license, divorce decree or other official document.

A *Letter of Eligibility*, issued by the Texas Department of State Health Services, is also required.

### 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

Candidate must present **two (2)** forms of current signature identification. The primary identification must be government issued, photo-bearing with a signature and 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 Identification Card
- Passport
- Passport cards
- 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), 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 yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

## **EXAM PROCEDURES**

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. The candidate's identification and other documentation will be reviewed and they will be photographed for the score report.

If the *Candidate Rules Agreement* is not followed and/or cheating or tampering with the examination is suspected it will be reported as such, and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action such as prohibiting candidates from retaking the examination and/or denying registration.

Candidates will have an opportunity to take a tutorial on the PC on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations or with the state's registration requirements. Examination administrators have been instructed not to advise candidates on requirements for registration.

Once candidates are familiar with the PC, they may begin the examination. The examination begins the moment a candidate looks at the first examination question. The time allotted for the examination is one and one half (1½) hours. After the examination time has expired, the examination will automatically end. Candidates will leave the test center with their official scores in hand.

The entire question pool for the examination, each form of the examination, and any materials used to administer the examination are copyrighted and are the property of the Texas Department of State Health Services.

## 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/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.
- **Calculators are permitted only if they are silent, hand-held, nonprinting, and without an alphabetic key pad.** Financial calculators are not permitted. Calculator malfunctions are not grounds for challenging examination results or requesting additional examination time.
- 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 exam sponsor), 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 exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, or 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 exam sponsor. Most sponsors allow unscheduled breaks. To request an unscheduled break, the candidate **must** raise their 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 they 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 state licensing agency.

## EXAM SECURITY

The security and confidentiality of all examination materials and data are of utmost concern during every phase of the examination process. Examination security will be strictly enforced. Any individual who has been determined to be in violation of security procedures will be prosecuted. If you are found in violation of any security procedure, the following actions may be taken: your results may be delayed; your examination scores may be voided; and/or your application for future examinations may be denied.

You are not permitted to discuss the contents of the examination or remove examination materials from the test center at any time. The examination and related materials are copyrighted by the Texas Department of State Health Services. All examination materials are confidential. Any distribution of examination content or materials through any form of reproduction or through oral or written communication about the examination is strictly prohibited and punishable by law. Examination materials are not available to you for review at any time.

# SCORE REPORTING

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## PASS/FAIL NOTICE

You will be told whether you passed or failed upon completion of the examination.

Candidates who pass will be notified with the word “pass” on their notice. Those who fail will be given an overall percentage score reflecting the number of questions they answered correctly, as well as diagnostic information in each of the examination content areas. All candidates will be provided with information about the next step in the registration or examination process. Reservations for re-examination may not be made at the test center.

## RETAKE THE EXAM

Follow the procedures outlined in *Exam Reservations* to schedule another examination, and have your failing score report available when you call. On the day of your re-examination, you must bring a new *Letter of Eligibility* from the Texas Department of State Health Services.

If you fail the examination three (3) times, you must repeat the training program before a new *Letter of Eligibility* will be issued.

## DUPLICATE SCORE REPORT

Candidates may request a duplicate score report from Pearson VUE by calling (800) 470-8753 or, for examination dates before December 9, 2010, by completing the form in the back of this handbook and submitting it along with the correct fees.

## CANDIDATE FEEDBACK

The Texas Department of State Health Services and Pearson VUE believe that your opinion is important, and they welcome your feedback about your examination experience. At the end of the examination, you will be asked a series of questions on the PC regarding your experience with Pearson VUE and with the examination process. These are optional questions that are in NO way linked to the scoring of your examination. Additional comments or feedback, both positive and negative, should be directed in writing to:

### PEARSON VUE

Code Enforcement Examination  
PO Box 8588, Philadelphia, PA 19101-8588

If you have questions regarding the *content* of the examination, please put them in writing and mail them to:

### TEXAS DEPARTMENT OF STATE HEALTH SERVICES

Code Enforcement Officer Exam  
PO Box 149347, Mail Code 1982, Austin, TX 78714-9347

# HOW TO PREPARE FOR THE EXAM

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## EXAM STRUCTURE

Each code enforcement officer examination totals 55 questions: 50 multiple-choice questions and 5 pretest questions.

Each question on the examination is in a four-option, multiple-choice format, with one correct answer. Examination scores are based on the number of questions answered correctly. Answer choices for each question should be considered carefully and the least likely ones eliminated. However, it is better to answer every question than to leave questions unanswered.

The pretest questions are not counted in the scoring of the examination. They are distributed among the questions that are scored and will be used for statistical purposes only. Pretest questions look like the questions that are scored; you will not know which questions are pretest questions and which are not. You should, therefore, answer all questions.

## EXAM CONTENT AREAS

- Zoning, Home Occupations, Signs, and Land Use Regulations
- Housing, Substandard Structure, and Building Codes
- Nuisance and Vehicle Regulations
- Legal Issues, Constitutional Areas, and Forms of Government

## SAMPLE MULTIPLE-CHOICE QUESTIONS

Multiple-choice questions that are in a four-option format require the examinee to select the best answer from the four answer choices provided.

### Examples:

1. Code enforcement officers in the state of Texas are:  
A. licensed  
\*B. registered  
C. certified  
D. permitted
2. As of September 1, 2002, code enforcement officers are required to obtain a minimum of \_\_\_\_\_ hours of continuing education within the 12 months preceding renewal of their one-year registration.  
A. 2  
B. 4  
\*C. 6  
D. 8

\* = correct answer





# 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 along with this form, as detailed on page 5. Please include verification of state approval for accommodations. **All requests must first be approved by the Texas Department of State Health Services. Candidates must wait for confirmation of the approval before scheduling an examination.**

<b>PLEASE PRINT CLEARLY</b>		Date:
Last Name:		
First Name:		M.I.:
Address:		
City:		
State:		Zip:
Daytime Telephone:	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"/> Separate testing room	<input type="checkbox"/> Sign language interpreter	
<input type="checkbox"/> Other equipment or accommodation (please explain):		
Accommodations previously provided to you (list accommodation and purpose, such as "sign language interpreter for SAT examination"):		
<b>Candidates should contact Pearson VUE with questions about special accommodations.</b> Pearson VUE Special Accommodations • 3 Bala Plaza West, Suite 300 • Bala Cynwyd, PA 19004 Phone (800) 466-0450 • TDD (866) 274-4777 • Fax (610) 617-9397		

Note: Only candidates who require special examination





# FAX RESERVATION FORM

Today's Date:		Time of Day:	
Last Name:			
First Name:			
Date of Birth:			
Address:			
City:		State:	ZIP:
Telephone (Daytime):		Telephone (Evening):	
Your Fax Number:		Licensure State:	
Candidate Signature:			

**By virtue of my signature, I verify I have been approved by the state to take the code enforcement officer examination.**

Test Center Code:		Examination Name:	
1st Exam Choice	Date:	Exam Session: <input type="checkbox"/> am <input type="checkbox"/> pm	
2nd Exam Choice	Date:	Exam Session: <input type="checkbox"/> am <input type="checkbox"/> pm	
May we register you for the next available exam date if your two choices are taken? <input type="checkbox"/> Yes <input type="checkbox"/> No			

<b>Credit Card Payments:</b>	<b>Electronic Check Payments:</b>
<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AmExpress <input type="checkbox"/> Discover	Bank Name:
Card #:	Account #:
Expiration Date:	Routing #:
Signature:	Name/Address on Account: <i>(if different from above)</i>

## FOR PEARSON VUE USE ONLY

Reservation Date:	Time:
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**Fax this form to Pearson VUE at (888) 204-6291.**  
**A reservation confirmation will be sent to you.**





# DUPLICATE SCORE REQUEST FORM

**DIRECTIONS:** You may use this form to request that Pearson VUE send a duplicate copy of your score report to you. Please print all information on this form.

Please enclose certified check or money order made payable to "Pearson VUE." **DO NOT SEND CASH.**

**FEE:** For scores less than one year old there is a \$10.00 charge.  
For scores more than one year old there is a \$25.00 charge.

**SEND TO:** **Texas Multiprogram (37TX)**  
Duplicate Score Request  
Pearson VUE  
PO Box 8588  
Philadelphia, PA 19101-8588

**Amount Enclosed:** \$

I hereby authorize Pearson VUE to send a duplicate of my score report to me at the address below.

Signature	Date
-----------	------

Please complete the following with your current name and address.

Name:		
Address:		
City:	State:	Zip:
Telephone:		

If the above information was different at the time you tested, please indicate original information.

Name:		
Address:		
City:	State:	Zip:
Telephone:		

State in which examination was taken:	Date Taken:
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# GENERAL INFORMATION

**CANDIDATES MAY CALL (800) 470-8753  
TO MAKE AN EXAM RESERVATION.**

<b>TEST CENTERS</b>	
<b>LOCATION</b>	<b>SCHEDULE</b>
El Paso	Two days per month 4.5 hour shifts
Hurst	One day per week 6 hour shifts
Amarillo	One day per month 4.5 hour shift
Tyler	One day per month 4.5 hour shift
Austin	One day per week 9 hour shifts
Houston	Wed- Fri 8am-5pm; Tues & Sat 8am-12:30pm
San Antonio	One day per week 6 hour shifts
Abilene	One day per month 6 hour shift
Corpus Christi	One day per month 6 hour shift
Waco	One day per month 4.5 hour shift
Dallas	One weekday per week 6 hour shifts; Sat 8am - 12:30pm
Midland	One day per month 6 hour shift
Lubbock	One day per month 6 hour shift

*Locations and schedules are subject to change.*

<b>PEARSON VUE HOLIDAY SCHEDULE</b>	
No exams on the following holidays:	
New Year's Day Martin Luther King, Jr. Day Memorial Day Independence Day	Labor Day Thanksgiving Christmas Day

