

# City of Olean

## Office of the Plumbing Inspector

Olean Municipal Building, room 212  
P.O. Box 668, 101 E. State St.  
Olean, New York 14760  
(716) 376-5683, (716) 376-5707 (fax)

### PROCEDURE FOR TAKING THE MASTER PLUMBER EXAMINATION

Step 1 – Fill out the “Application for the Master Plumbers Examination” and return it to this office for review by the Plumbing Board. If disapproved you will be notified with the reason given. If approved you will be given a registration packet.

Step 2 – Carefully read each page of the registration packet. You will be required to take and pass the “Business and Law” examination and the “Master Plumbing” examination. Included are exam outlines for each test, time limits, passing grades and references of study. Please note that certain references are allowed in the testing center.

Step 3 – Fill out the Exam Registration Form included with this packet. Do not write in the box entitled “sponsor information”. Bring the completed form, the necessary fees and an addressed, stamped envelope back to this office. We will fill in the sponsor information box and the form will be ready to mail.

Step 4 – Prometric will then mail you an admission letter providing you with the exact location, time and date of your exam.

Step 5 – Within ten (10) days of your taking the exam, Prometric will mail us, your exam sponsor, your score report. We will then notify you by mail of the results.