

Structural Pest Control Board

BRANCH 3 FIELD REPRESENTATIVE CANDIDATE STUDY GUIDE



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INTRODUCTION

Branch 3 Field Representative Practice

Structural pest control involves the control of wood-destroying pests and organisms or such other pests which may invade households or structures, including railroad cars, ships, docks, trucks, airplanes, or the contents thereof. Fumigation with poisonous or lethal gases is not included in the scope of Branch 3 Field Representative duties.

The practice of structural pest control includes the engaging in, offering to engage in, soliciting, or the performance of the following:

- Identification of infestations or infections; the making of an inspection for the purpose of identifying or attempting to identify infestations or infections of household or other structures by such pests or organisms; and,
- Making of inspection reports; recommendations with respect to such infestation or infections, the performance of any work including the making of structural repairs or replacements, the use of pesticides or allied chemicals or substances, or mechanical devices for the purpose of eliminating, exterminating, controlling or preventing infestations or infections of such pests, or organisms.

How to Use This Study Guide

This study guide will provide you with the necessary information regarding the Branch 3 Field Representative examination.

Be familiar with references listed for the examination. Recognize that laws, rules, and standards are modified from time to time, and it is your responsibility to keep your knowledge current during the course of your future professional practice.

Purpose of Examination

To ensure entry-level competence, the Structural Pest Control Board administers an examination to assess the candidate's ability to apply knowledge of inspection, identification, pesticide equipment, pesticide mixing and formulation, and pesticide application procedures to the practice of pest control.

Candidates should also be familiar with the Department of Pesticide Regulations Safety Information Series that covers worker safety; storage, moving and disposal of pesticides; and safety rules for handling pesticides.

Eligibility and Fees

Pursuant to California Code of Regulations §1936, candidates for the initial Field Representative license must file an application with the Board with the required examination fee of \$10 at least 15 days prior to the next scheduled examination.

The examination application can be downloaded from the Board's website: <http://www.pestboard.ca.gov/forms/43e-6.pdf>

EXAMINATION POLICIES AND PROCEDURES

Examination Security

California Business and Professions Code §123, §496 and §584 prohibit candidates who sit for the examination from engaging in any conduct that subverts or attempts to subvert any licensing examination or the administration of a licensing examination.

Such conduct includes, but is not limited to, obstruction of the standardized administration of the examination, removal of examination materials from the examination room, communicating examination information to another person, copying answers from another person, using unauthorized books, equipment, notes or other printed materials during the examination, and permitting an impersonator to take the examination (see full text in Appendix A).

Violation of these sections will result in disqualification from the examination and possible denial of license.

Abandonment of Application

The Board considers an application abandoned if a candidate fails to participate in the examination process. According to California Code of Regulations §1941, an applicant who fails to appear for the examination after proper notification forfeits

the examination fee unless the applicant requests and is granted a postponement not less than 5 days prior to the examination or is excused by the Board for good cause from complying with this requirement.

An applicant who receives a postponement of not more than 6 months will not be required to file a new application.

Special Accommodations

All examination locations are accessible to persons with disabilities. In addition, the Board grants requests for special accommodations in accordance with the Americans with Disabilities Act of 1990. In order to receive consideration, all requests and substantiating documentation must be submitted 30 days prior to the examination.

Arrival at the Examination

You should arrive at least 15 minutes prior to the examination in order to sign in and have Board staff verify your identification.

Registration

Report to the registration area at the time and date specified on the Structural Pest Control Board Field Representative Examination Admission Letter.

The proctors will collect the Admission Letter and ask to see identification. The identification presented must include a current photograph, full legal name as submitted during registration, and signature. This information may be presented in more than one form of identification.

Acceptable forms of identification include:

- California drivers license
- Government issued identification cards
- Passport
- Alien residency card
- Military identification

Candidates that fail to provide appropriate identification at the time of examination will not be allowed to participate in the examination.

No show policy

Candidates who fail to appear for the examination must re-register for the examination and pay the prescribed fees.

Tardiness

An examination will not be disrupted to accommodate late arrivals. If a candidate reports late, the candidate will not be permitted to take the examination and will need to reschedule and submit any applicable fees.

Materials to Bring

Other than photographic identification, you will be provided with all material necessary to take the examination.

Prohibited Materials

Candidates cannot bring communication devices, reference materials, photographic equipment or electronic devices into the examination room. The following items are examples of prohibited materials:

- Cellular phones and pagers
- Candidate study guides, technical reference books and dictionaries
- Cameras and videographic recorders
- Radios and tape recorders
- Laptop computers
- Programmable electronic organizers, personal digital assistants (PDAs)
- Drinks and food, unless medically necessary

Personal Belongings

Candidates may keep keys, wallets and purses on the floor near their seat during the examination. Larger items (e.g., backpacks, briefcases, duffel bags, handbags, tote bags) and outerwear (e.g. coats, hats) cannot be brought into the examination.

Examination staff will not be responsible for monitoring candidates' personal items during the examination. If a candidate reports with prohibited materials or belongings, the candidate will be asked to make alternative arrangements before starting the examination. The Board is not responsible for the loss of, or damage to personal items.

If securing belongings results in the candidate being late for the examination, the candidate will not be permitted to take the examination and will need to reschedule and submit any applicable fees.

Check-Out Procedure

All examination materials including test booklets, answer sheets, pencils and any notes taken during the examination must be

returned to the examination staff. Failure to do so will void your examination.

Disruptive Behavior

Candidates who engage in behavior that is disruptive to other candidates will be disqualified from the examination process. Examples of disruptive behavior include:

- Eating and drinking during the examination;
- Allowing the alarm features or programmable wrist watches or other timepieces to emit sound;

- Talking, whispering, or otherwise attempting to communicate with other candidates for any reason.

Leaving the Room During the Examination

Candidates will not be permitted to leave the examination room for any purpose unless accompanied by a member of the examination staff. Candidates who leave the room will not be permitted to receive extra time to complete the examination. Failure to follow these rules will result in the candidate's examination being voided.

THE EXAMINATION

Format

The examination consists of 200 multiple-choice questions from major duty areas. There is one correct answer for each question. There is no penalty for guessing; therefore, candidates should answer all of the questions.

Time Limits

Candidates are allowed a total of 3 hours to complete the examination. Candidates may complete the multiple-choice questions in any order; however, they are responsible for managing their own time. At the end of the three-hour period, all remaining candidates will have their examinations collected.

Passing Score

Business and Professions Code §8560 states that the passing score for the examination is 70 percent.

OVERVIEW OF MAJOR DUTY AREAS

- I. Inspection (33%*): Determine the presence and characteristics of wood destroying pest infestations and/or infections, identify treatment needs, and identify repair and/or corrective measure needs.
- II. Reporting and Recordkeeping (16%*): Describe evidence of wood destroying pest infestations and/or infections; describe conditions conducive to wood destroying pest infestations and/or infections; describe the extent of wood damage due to wood destroying pest infestations and/or infections; describe treatments and repair recommendations; and document for consumers any risks of pesticide exposure identified.
- III. Planning (26%*): Establish treatment goals; select treatment methods; explain treatment hazard risks; and prepare treatment sites.
 - A. Treatment Recommendations (10%*)
 - B. Site Preparation (16%*)
- IV. Treatment (15%*): Set up treatment application equipment and tools and perform application treatments to control wood destroying pest infestations and/or infections.
 - A. Setup (7%*)
 - B. Application (8%*)
- V. Repairs and Corrective Measures (10%*): Repair, replace, and reinforce structural wood members damaged by wood destroying pests, and to correct conducive conditions.

*Percentages are approximate

CONTENT SPECIFICATIONS

The content specifications for the examination are based upon an occupational analysis of Branch 3 Field Representative practice conducted by the Department of Consumer Affairs. The occupational analysis involved interviews with practitioners, focus groups to validate the tasks and knowledge identified, a survey questionnaire, which asked licensed practitioners to rate the importance of tasks and knowledge identified in the interviews, an analysis of the ratings, and development of content specifications based on the ratings.

I. INSPECTION (33%)

Job Tasks	Associated Knowledge
T1. Determine presence of wood pests.	K1. Knowledge of techniques to assess wood destroying pest infestations and infections.
T2. Determine location of pest infestation or infection.	K2. Knowledge of excessive moisture conditions that promote wood destroying pest infestations or infections.
T3. Identify conditions conducive to wood destroying pest infestation or infection.	K3. Knowledge of faulty grade levels that promote wood destroying pest infestations or infections.
T4. Determine distribution and density of wood destroying pest infestation or infection.	K4. Knowledge of the effect of earth-to-wood contacts on wood destroying pest infestations or infections.
T5. Determine age of infestation.	K5. Knowledge of the effect of excessive cellulose debris on wood destroying pest infestations or infections.
T6. Determine consumer practices and behaviors that could lead to wood destroying pest infestation or infection.	K6. Knowledge of the effect of shower leakage on wood destroying pest infestations or infections.
T7. Identify type of wood destroying pest infestation or infection.	K7. Knowledge of techniques to identify conducive conditions.
T8. Identify structurally weakened portions of wood members due to infestation or infection.	K8. Knowledge of California standards for conducting wood destroying pest inspections.
T9. Identify potential wood destroying pest entry points in building exterior, interior, or substructure areas.	K9. Knowledge of methods to estimate extent of wood destroying pest infestation or infection.
T10. Establish monitoring program to detect new wood destroying pest infestations.	K10. Knowledge of building codes pertaining to wood destroying pest damage and decay.
T11. Determine accessibility of areas in structure to be inspected.	K12. Knowledge of the effect of monitoring device placement on information obtained on infestation.
T14. Identify wood destroying pest infestations that require fumigation.	K13. Knowledge of anatomy, distinguishing features, habits, activity, and growth patterns of termites.
T15. Identify nontermite wood pests that require treatment.	K14. Knowledge of anatomy, distinguishing features, habits, activity, and growth patterns of nontermite wood pests.
T18. Identify areas for treatment.	K15. Knowledge of distinguishing features and growth patterns of wood destroying pest fungi.
T31. Identify accessible evidence of wood pests to be removed or covered.	K19. Knowledge of California statutes pertaining to liabilities resulting from subcontracts for fumigation.
T48. Locate galleries in infested framing.	K22. Knowledge of common signs of wood destroying pest infestations and infections.
T62. Identify wood damage that requires repair, replacement, or reinforcement of roofs, and electrical and plumbing systems.	K60. Knowledge of specialized techniques for applying baits.

II. REPORTING AND RECORDKEEPING (16%)

Job Tasks	Associated Knowledge
T19. Identify risks of pesticide exposure for consumer.	K11. Knowledge of common terms to describe elements of a wood-frame structure.
T63. Describe evidence of wood destroying pest infestation or infection.	K28. Knowledge of contents of wood-destroying organisms and pest inspection reports.
T64. Describe extent of wood damage due to wood destroying pest infestation or infection.	K66. Knowledge of label contents prescribed by state and federal agencies.
T65. Describe conditions conducive to wood destroying pest infestation or infection.	K67. Knowledge of California laws pertaining to maintenance of records of pesticide use.
T66. Describe wood destroying pest treatments to be applied.	K83. Knowledge of California requirements pertaining to corrective measures for conducive conditions.
T67. Describe repairs to be performed on damaged wood.	K90. Knowledge of California requirements for different types of wood destroying pest inspection reports.
T68. Describe inaccessible subareas or portions of structure.	K91. Knowledge of common terms to describe wood destroying pest infestations and infections.
	K92. Knowledge of common terms to describe wood destroying pest treatments.
	K93. Knowledge of recordkeeping requirements for pest control facilities.

III. PLANNING (26%)

A. TREATMENT RECOMMENDATIONS (10%)

Job Tasks	Associated Knowledge
T12. Establish treatment goals with consumer.	K17. Knowledge of factors that influence or enhance pesticide effectiveness.
T13. Select treatment method.	K21. Knowledge of California statutes pertaining to extermination of wood destroying pest infestations.
T16. Select chemical to be applied.	K29. Knowledge of advantages and disadvantages of chemical treatments for wood pests.
T17. Select nonchemical to be applied.	K30. Knowledge of advantages and disadvantages of nonchemical treatments for wood pests.
T24. Explain to consumer possible hazards associated with chosen treatment.	K53. Knowledge of nonchemical control measures for termite infestations.

III. PLANNING (26%) (CONTINUED)
 B. SITE PREPARATION (16%)

Job Tasks	Associated Knowledge
T20. Identify methods to reduce nontarget exposure to pesticides.	K23. Knowledge of methods to minimize pesticide exposure to nontarget pests and organisms.
T21. Identify conditions that affect pesticide selection and performance.	K26. Knowledge of California laws pertaining to worker safety in pest control operations.
T22. Identify potential hazards and situations that could impact worksite safety.	K27. Knowledge of California laws pertaining to handling and storage of pesticides.
T23. Identify objects and areas that could become damaged due to treatment application.	K33. Knowledge of methods to locate water lines.
T25. Locate gas lines that could cause personal injury or property damage.	K34. Knowledge of methods to locate drainage lines and drains.
T26. Locate water lines that could be contaminated by pesticide.	K35. Knowledge of methods to locate water meter and main shutoff.
T27. Locate drainage lines that could be contaminated by pesticide.	K36. Knowledge of methods to locate electrical power sources and breaker box.
T28. Locate water sources and shutoffs.	K37. Knowledge of first-aid techniques to treat injuries resulting from pesticide exposure.
T29. Locate electrical power sources that could be used for application.	K39. Knowledge of different types of emergencies resulting from misapplication of pesticides.
T30. Prepare area for treatment application by removing hazardous objects and remedying adverse conditions.	K42. Knowledge of California laws pertaining to storage of pesticides during transport.
	K47. Knowledge of techniques to prevent pesticide accidents during application.
	K52. Knowledge of manufacturer's label restrictions on treatment application.

IV. TREATMENT (15%)
 B. SETUP (7%)

Job Tasks	Associated Knowledge
<p>T32. Dilute concentrate pesticides for application.</p> <p>T33. Prepare entry points for treatment.</p> <p>T34. Set up application equipment and tools.</p> <p>T35. Select personal safety equipment.</p> <p>T36. Determine amount of materials to be applied.</p> <p>T37. Determine equipment and tools to apply treatments.</p>	<p>K40. Knowledge of contents of major sections of pesticide labels.</p> <p>K46. Knowledge of laws regarding use of personal protective equipment.</p> <p>K47. Knowledge of techniques to prevent pesticide accidents during application.</p> <p>K48. Knowledge of techniques to mix volumes of pesticides.</p> <p>K49. Knowledge of methods for preventing pesticide spills.</p> <p>K50. Knowledge of procedures for cleaning and maintaining personal protective equipment.</p> <p>K51. Knowledge of laws related to storage of pesticides in a facility.</p> <p>K55. Knowledge of equipment for applying liquid pesticides.</p>

IV. TREATMENT (15%) (CONTINUED)
B. APPLICATION (8%)

Job Tasks	Associated Knowledge
T38. Apply preconstruction treatments to foundation soils, and framing.	K16. Knowledge of California regulation requirements regarding removal of infested or infected wood.
T39. Remove infested and infected wood members to control wood destroying pest infestations and infections.	K43. Knowledge of chemical control measures for termite infestations.
T40. Mask accessible evidence of wood destroying pest infestation.	K44. Knowledge of chemical control measures for nontermite wood destroying pest infestations.
T41. Remove accessible evidence of wood destroying pest infestation.	K45. Knowledge of chemical control measures for wood-destroying fungal infections.
T42. Apply chemical treatments to control termite infestations.	K56. Knowledge of methods to repair, maintain, and clean liquid application equipment.
T43. Perform nonchemical treatments to control termite infestations.	K58. Knowledge of alternative methods to treat wood pests.
T44. Apply chemical treatments to control wood-destroying fungal infections.	K59. Knowledge of different types of foundations associated with different types of structures.
T46. Apply chemical treatments to control infestations by nontermite wood pests.	K61. Knowledge of techniques to confine pesticide applications to treatment areas.
T49. Create chemical barrier in and around existing structures.	K62. Knowledge of methods to clean up and contain pesticide leaks and spills.
	K63. Knowledge of prescribed methods for safe disposal of used pesticides and pesticide containers.
	K64. Knowledge of California labor laws related to reporting work injuries.
	K65. Knowledge of factors that influence compatibility of pesticides combined at time of application.

V. REPAIRS AND CORRECTIVE MEASURES (10%)

Job Tasks	Associated Knowledge
T50. Determine equipment and tools to repair, replace, or reinforce damage wood members.	K69. Knowledge of techniques to repair, replace, or reinforce damaged wood members.
T51. Determine equipment to remedy or correct conducive conditions.	K70. Knowledge of construction methods to correct conducive conditions in structures and adjacent areas.
T52. Repair parts of building structure damaged by wood pests.	K71. Knowledge of components of common wood-frame structures.
T53. Replace parts of building structure damaged by wood pests.	K74. Knowledge of methods for correcting conducive conditions with concrete.
T54. Reinforce parts of building structure damaged by wood pests.	K75. Knowledge of methods to repair and patch concrete after treatment.
T55. Restore parts of building structure damaged by wood destroying pest treatment application.	K80. Knowledge of techniques to correct conducive conditions with vapor barriers.
T56. Repair stall shower to prevent wood pest or water damage.	K81. Knowledge of techniques to correct conducive conditions with ventilation.
T57. Correct faulty grade level in foundation.	K82. Knowledge of techniques to correct conducive conditions with pressure-treated lumber.
T58. Remove earth-to-wood contact in foundation or structure.	
T59. Remove cellulose debris from subareas.	
T60. Install vapor barriers to reduce or eliminate excessive moisture conditions in soil.	
T61. Install ventilation to reduce or eliminate excessive moisture conditions in soil.	

LIST OF REFERENCES

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- Smith, E., & Whitman, R. (1992). NPCA field guide to structural pests. Dunn Loring, VA: National Pest Control Association.
- University of California Statewide Integrated Management Project Agriculture and Natural Resources. (2000). The safe and effective use of pesticides (2nd Ed.). Oakland, CA: Author.

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HELPFUL WEBSITE LINKS

1. Structural Pest Control Act (includes relevant sections of the Business and Professions Code and the California Code of Regulations): Click on <http://www.pestboard.ca.gov/pestlaw/pestact.pdf>
2. Department of Pesticide Regulation (Pesticide Safety Information Series in English): Click on <http://www.cdpr.ca.gov/docs/whs/psisenglish.htm>
3. Department of Pesticide Regulation (Pesticide Safety Information Series in Spanish): Click on <http://www.cdpr.ca.gov/docs/whs/pdf/hs2s.pdf>
4. Department of Pesticide Regulation (Pesticide Safety Information Series in Punjabi): Click on <http://www.cdpr.ca.gov/docs/whs/pdf/hs2p.pdf>

EXAMINATION RESULTS

Notification of Results

The Board will notify candidates of examination results within 2 weeks of the scheduled examination date. Examination results will not be released by telephone.

Re-Examination

California Code of Regulations §1942 states that a candidate who fails the Field Representative's examination may take another examination within 6 months thereafter on the same application by paying an additional examination fee.

APPENDIX A – BUSINESS AND PROFESSIONS CODE

Business and Professions Code

Division 1, Chapter 1, Section 123:

It is a misdemeanor for any person to engage in any conduct which subverts or attempts to subvert any licensing examination or the administration of an examination, including, but not limited to:

- (a) Conduct which violates the security of the examination materials; removing from the examination room any examination materials without authorization; the unauthorized reproduction by any means of any portion of the actual licensing examination; aiding by any means the unauthorized reproduction of any portion of the actual licensing examination; paying or using professional or paid examination-takers for the purpose of reconstructing any portion of the licensing examination; obtaining examination questions or other examination material, except by specific authorization either before, during, or after an examination; or using or purporting to use any examination questions or materials which were improperly removed or taken from any examination for the purpose of instructing or preparing any applicant for examination; or selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered licensing examination.
- (b) Communicating with any other candidate during the administration of a licensing examination; copying answers from another examinee or permitting one's answers to be copied by another examinee; having in one's possession during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than the examination materials distributed, or otherwise authorized to be in one's possession during the examination; or impersonating any examinee or having an impersonator take the licensing examination on one's behalf.

Nothing in this section shall preclude prosecution under the authority provided for in any other provision of law.

In addition to any other penalties, a person found guilty of violating this section, shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

- (c) If any provision of this section or the application thereof to any person or circumstances is held invalid, that invalidity shall not affect other provisions or applications of the section that can be given effect without the invalid provision or application, and to this end the provisions of this section are severable.

Division 1, Chapter 1, Section 123.5:

Whenever any person has engaged, or is about to engage, in any acts or practices which constitute, or will constitute, a violation of Section 123, the superior court in and for the county wherein acts or practices takes place, or are about to take place, may issue an injunction, or other

appropriate order, restraining such conduct on application of a board, the Attorney General or the district attorney of the county.

The proceedings under this section shall be governed by Chapter 3 (commencing with Section 525) of Title 7 of Part 2 of the Code of Civil Procedure.

The remedy provided for by this section shall be in addition to, and not a limitation on, the authority provided for in any other provision of law.

Division 1.5, Chapter 5, Section 496:

A board may deny, suspend, revoke, or otherwise restrict a license on the ground that an applicant or licensee has violated Section 123 pertaining to subversion of licensing examinations.

Division 2, Chapter 1, Article 4, Section 584:

No person shall violate the security of any examination, as defined in subdivision (a) of Section 123, or impersonate, attempt to impersonate, or solicit the impersonation of, another in any examination for a license, certificate, or registration to practice as provided in this division, the Osteopathic Initiative Act, or the Chiropractic Initiative Act, or under any other law providing for the regulation of any other system or method of treating the sick or afflicted in this state.

APPENDIX B – SAMPLE QUESTIONS

1. Which of the following methods should be used to treat an earth-filled porch?
 - A. Borate
 - B. Foam
 - C. Spray
 - D. Perimeter treatment
2. What is the first step in correcting a fungus infection?
 - A. Replace the wood
 - B. Scrape off fungus infection
 - C. Treat infected areas with a wood preservative
 - D. Determine the source of moisture and eliminate it
3. What is the approximate percentage of soil that should be covered by a vapor barrier?
 - A. 85%
 - B. 90%
 - C. 80%
 - D. 100%
4. Which of the following type of termites typically begin infesting exposed wood such as window/door frames?
 - A. Western drywood
 - B. Subterranean
 - C. Formosan
 - D. Dampwood
5. Staining was noted to several areas of finished ceiling in an upstairs bedroom. No damage is visible. A new roof covering had been recently installed by a licensed roofer with proper building permit. What recommendation, if any, should be made for this situation?
 - A. Remove sheetrock in area where staining is most severe and perform further inspection.
 - B. No recommendation is necessary because new roof covering was installed.
 - C. Perform further inspection of wood members located in attic for structural damage.
 - D. Remove sheetrock in all areas where staining has occurred and perform further inspection.

6. What should an applicator do if the sprayer has little or no liquid discharging when valve is opened?

- A. Remove/clean nozzle, orifice or strainer
- B. Replace broken siphon tube
- C. Replace tank or cylinder gasket
- D. Replace cylinder seating

7. How often must personal protective equipment including body wear be cleaned?

- A. At least once a week if the equipment is used more than twice
- B. At the end of each treatment before using the equipment again
- C. At least once a week if the equipment shows visible residues
- D. At least once a month when damaged

Answers: BDCACAB