

MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH  
BUREAU OF COMMERCIAL SERVICES  
P.O. BOX 30018, LANSING MI 48909  
(517) 241-5645

**SECURITY ALARM SYSTEM CONTRACTOR  
STATE LICENSING EXAM  
CANDIDATE INFORMATION BULLETIN**

### **INTRODUCTION**

The exam for Security Alarm System Contractor licensing is designed to measure the knowledge, skills and abilities deemed essential to protect the public's health, safety and welfare.

Should you have any questions concerning the admittance procedure, the exam, or its administration, please contact the Bureau at (517) 241-5645 **PRIOR** to appearing at the exam site.

### **GENERAL INSTRUCTIONS**

Candidates approved to take the exam will receive an Admission Letter approximately two (2) weeks prior to the administration of the exam. This letter will include the exam location, time and the Candidate Identification Number, which will serve as the required identifier on all exam papers. **Retain the Admission Letter, as it is needed to gain admittance to the exam.** At the conclusion of the exam, the Admission Letter will be collected and retained by the Department. The exam site is accessible, including handicapped parking. Exam candidates are requested to refrain from using heavily scented personal care products, in order to enhance accessibility for everyone.

### **ACCEPTABLE IDENTIFICATION / EXAM ADMISSION**

- You must bring the Exam Admission letter.
- You **MUST** bring a CURRENT, GOVERNMENT-ISSUED SIGNED, PHOTO IDENTIFICATION. Acceptable ID's include: Driver's license, state issued identification, passport, military ID. All forms of identification **MUST** contain a photo and signature of the candidate.
- It is your responsibility to be at the exam site on time. *NO ONE* will be admitted once the exam begins.
- Bring at least two (2) sharp number two (2) pencils to the exam.

**NOTE:** You will **NOT** be allowed to enter the exam if you do not present the required photo identification or you are late to the exam. You will also forfeit your exam fee and will be required to submit a new exam application and fee in order to be re-scheduled.

### **CANDIDATE CONDUCT / INAPPROPRIATE BEHAVIOR**

Absolutely no copying of exam items is permitted. Anyone found removing, or attempting to remove, test materials from the exam room or anyone found to have been involved in inappropriate behavior, e.g. cheating, may have his/her scores invalidated. Cheating is defined as any activity, behavior or procedure employed by candidates that would enable them to pass an exam by dishonest, fraudulent, or deceitful means. Examples would include, but are not limited to, obtaining answers from another individual's answer sheet, discussing the exam questions with another individual prior to completing the exam, having someone else take the exam for an individual, or using reference materials during a closed book test.

Candidates will be required to sign the following statement, at the time of the exam:

I certify that I am the candidate whose signature appears hereon. I also certify that because of the confidential nature of this exam,

1. I will not copy or retain exam questions, or transmit in any form to any other person.
2. I will not give, receive, or use any assistance while taking the exam other than that expressly requested by me and authorized by the exam administrator and the Department of Labor & Economic Growth.
3. I agree that in the event a determination is made that I have cheated on the exam or engaged in inappropriate behavior during the administration of the exam, including but not necessarily limited to the conduct described in #1 and #2 above, my exam results will be invalidated and I will be required to wait for a period of not less than 180 days from the date of the behavior to reexamine. I further agree that said determination will be made by the contract administrator and the Department of Labor & Economic Growth that I hereby knowingly waive all legal recourse, if any, from said determination.

### **SPECIAL ACCOMMODATIONS**

If you require special accommodations because of a disability, a letter that specifies the disability and requested accommodation(s) must be submitted to the Bureau's Testing and Education Services Unit. A physician or other licensed professional qualified to diagnose and treat the disability must provide detailed documentation of the disability. Because of the time required to review documentation and the possible need for additional information, your request should be mailed immediately if you have not already requested accommodations. Mail your request, and relevant documentation, to:

MI Department of Labor & Economic Growth  
Testing and Education Services, Bureau of Commercial Services  
P. O. Box 30018  
Lansing, MI 48909

You may also wish to go to Testing and Education Services' Web Site for additional information: [www.michigan.gov/documents/ada\\_34254\\_7.pdf](http://www.michigan.gov/documents/ada_34254_7.pdf). A letter approving or denying your request will be sent following the review once complete information has been submitted.

### **WITHDRAWAL FROM EXAM / FAILURE TO APPEAR / DENIAL OF ADMISSION**

If you wish to withdraw from an exam for which you are scheduled, you **must** place your request in writing and send it to the Security Alarm Board Office. It must be received **at least seven (7) days prior** to your scheduled exam. If you fail to have the proper identification and/or arrive at a date and time other than that stated on your admission letter, you will be denied admission to the exam.

### **EXAM FORMAT**

The Security Alarm System Contractor Exam is a WRITTEN EXAM consisting of 100 multiple-choice questions. This is a **CLOSED BOOK** exam. Reference materials of any kind are **NOT** permitted. You will have 2 hours and 30 minutes to complete the exam.

**TEST SPECIFICATIONS**

<b>Exam Category</b>	<b>Number of questions</b>
<b>Security Alarm Systems</b>	<b>86</b>
<b>Subtopics:</b> Introduction of Electronic Security Electrical Theory and Types of Circuits Basic Protective Circuits Advanced Protective Circuits Using of VOM Installation Tools Installation and Wiring Input Devices: Mechanical Switches Input Devices: Glass Protection Input Devices: Motion Detection & Interior Traps Input Devices: Shock Sensors & Audio Discriminators Holdup and Emergency Devices Output Devices: Audible & Visual Central Station Communication Alarm Control Panels & Keypads Power Supplies Introduction to Fire Alarm Systems Fire Detection Devices Fire Alarm Control Panels & Output Devices Fire Alarm Installation Underwriters Laboratories Checkout & Troubleshooting Wireless Systems Introduction to Closed Circuit Television CCTV Components Examined CCTV Layout Exercise Residential Installation Commercial Installation	
<b>Private Security Business and Security Alarm Act and Administrative Rules</b>	<b>14</b>
<b>TOTAL</b>	<b>100</b>

**PASSING SCORE**

Candidates must score 70% or above in order to pass.

**RELEASE OF SCORES**

Exam results will be sent approximately three (3) weeks after the exam via the U.S. Mail. Candidates passing the exam will receive ONLY a score indication of PASS. Numeric passing scores will not be made available. If you PASS the exam, the licensing board will be notified so application processing may begin. The actual numerical scores on the exam are NOT available to the passing candidate. Candidates who do not pass will receive a diagnostic score report that details an individual score for each of the major categories in the Test Specifications and the overall numeric score. **Please DO NOT call the Bureau Office, as scores cannot be released over the telephone.**

## 2006 EXAM SCHEDULE

Application and fee must be received 30 days prior to the exam date. You will be scheduled for the first available test date which may or may not be your first choice. The dates and times of the exam are listed below. Infrequently, **the department may find it necessary to change a future exam date or time**. Therefore, **please check your admission letter carefully for the date and time of your exam**. Exams are held in the Okemos, Michigan (Lansing area). Admission letters will be sent approximately two weeks prior to your scheduled date. Failure to appear will forfeit your fees.

Exam Dates: Friday, March 10, 2006  
Friday, June 9, 2006  
Friday, September 8, 2006  
Friday, December 8, 2006

Exam Time: 9:00am

## REFERENCES

PRIVATE SECURITY BUSINESS AND SECURITY ALARM ACT: Public Act 330 of 1968, as amended, Michigan Compiled Laws 338.1051 through 338.1083

ADMINISTRATIVE RULES, PRIVATE SECURITY GUARDS, R 28.4001 through R28.4006

Copies of the above Laws and Rules can be obtained from the Bureau Office and/or the Michigan Legislature Web Site: [www.michiganlegislature.org](http://www.michiganlegislature.org) for the Private Security Business and Security Alarm Act and [www.michigan.gov/orr](http://www.michigan.gov/orr) for the Administrative Rules

## NATIONAL ALARM ASSOCIATION OF AMERICA, ALARM INSTALLER TRAINING PROGRAM

This is a correspondence course that consists of the following:

- One complete thirty-two lesson Technical Reference Manual
- A complete written testing program (32 lesson plans and the 206 question final exam)
- Grading of tests and final exam by N.A.A.A alarm professionals
- Following the grading of the tests and the final exam, the N.A.A.A. will provide a certificate upon the successful completion and testing.

Total cost for the N.A.A.A. Study Material (including the shipping and handling) is \$231.00\* (add \$10 for COD) (\*Price subject to change without notice)

To order these materials, send check or money order to:

National Alarm Association of America  
P.O. Box 3409  
Dayton, OH 45401

Or by credit card at 1/800/283-6285

The Association also has a Web-Site: [www.naaa.org](http://www.naaa.org)