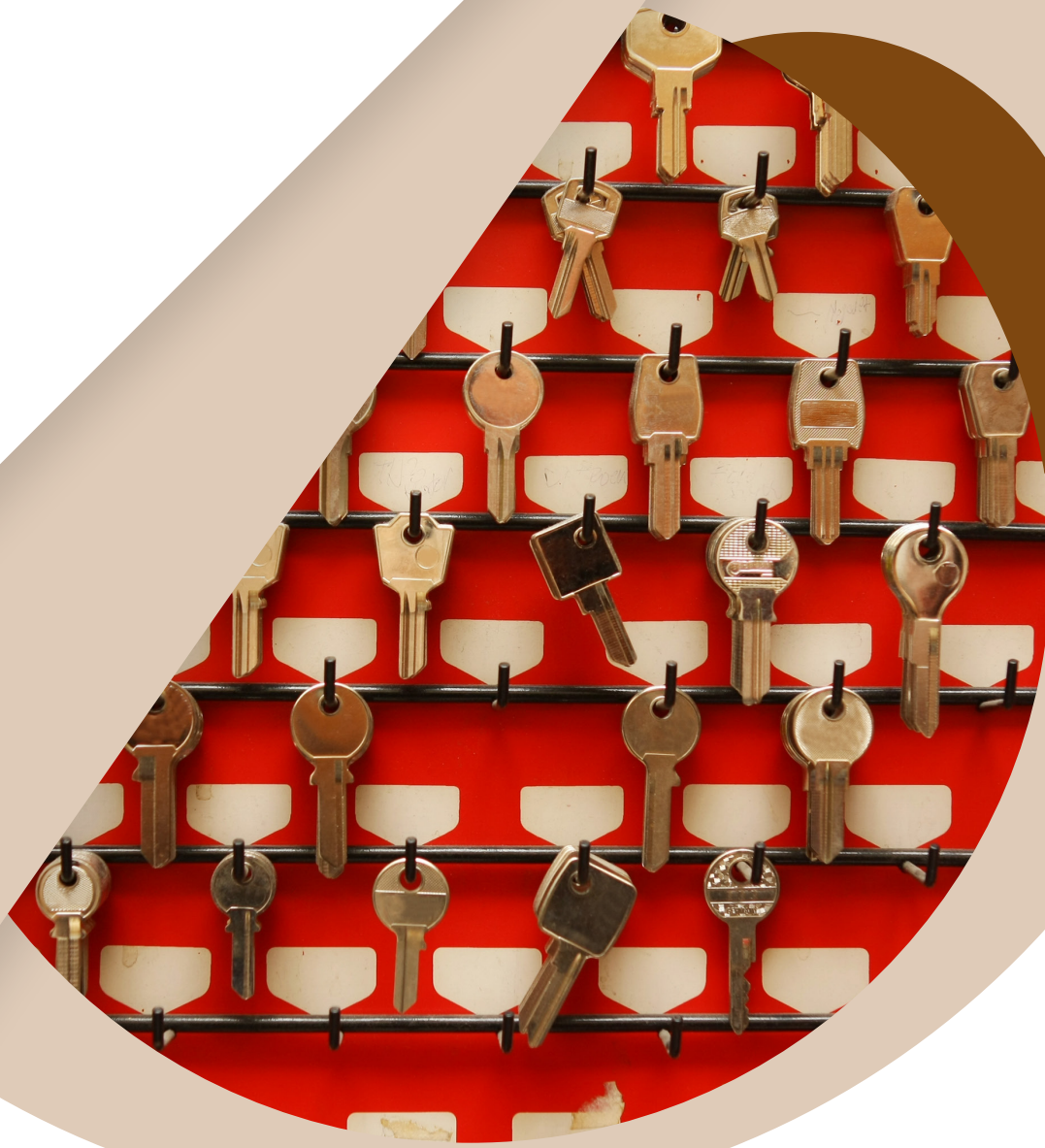
Locksmith

Study Guide

Assessments:
4015 Locksmith Technician
4017 Manager



STATE OF OKLAHOMA
GREAT SEAL OF THE STATE OF OKLAHOMA
1907
DEPARTMENT OF LABOR

OKLAHOMA CareerTech | CTTC CareerTech Testing Center
Health and Professional Certifications Project

Overview

This study guide is designed to help candidates prepare for licensure through the Oklahoma Department of Labor. It not only includes information about each of the examinations, but also the skills standards upon which the examinations are based, resources that can be used to prepare for the examinations, and test taking strategies.

Each of the sections in this guide provides useful information for candidates preparing for the examinations.

- Locksmith Licensure Examinations
  - Assessment Information
  - Standards and Test Content
  - Sample Questions
  - Abbreviations, Symbols and Acronyms
  - Test Writing Resources
- Strategies for Test Taking Success
- Notes

These assessments were developed in partnership with the Oklahoma Department of Labor, which regulates the Oklahoma locksmith industry and licensing individuals and companies who sell, install, maintain, and monitor alarm, locksmith, and fire spinkler equipment. Each examination measures the candidate's mastery of knowledge and skills expected of workers in the area of licensure.

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CareerTech and Licensure Exams

Career and technology education uses industry professionals and certification standards to identify the knowledge and skills needed to master an occupation. This input provides the foundation for development of curriculum, assessments, and other instructional materials needed to prepare candidates for wealth-generating occupations and produce comprehensively trained, highly skilled employees demanded by the work force.

Measuring Success

Certification assessments provide a means of evaluating the candidate's mastery of knowledge and skills. Coaching reports communicate assessment scores to candidates and provide a breakdown of assessment results. The coaching report also shows how well the candidate has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

Assessment Information

How are the assessments developed?

The assessments are developed by the CareerTech Testing Center in partnership with the Oklahoma Department of Labor. Items for the exams were developed and reviewed by committees of subject matter experts within each of the licensure areas. All subject matter experts are professionals who have many years of experience in the industry.

How do I register for an exam?

Candidates for licensure in the alarm, locksmith, or fire sprinkler industry can take an exam in-person or online. A list of testing centers and online testing information can be found at **www.okhcp.com** under the Alarm/Locksmith tab. Candidates will be required to show one of the following forms of photo identification:

1. valid, current driver's license issued by any state in the United States, or
2. valid, current state of Oklahoma identification card

Identification cards issued by other states or entities **will not** be accepted.

What do the examinations cover?

Each examination is aligned to the skills standards for that licensure area. The standards for each licensure area are contained in this study guide.

What is required to pass the exam?

Candidates who score 70% or higher on the written examination and meet all licensure requirements will be issued a license by the Oklahoma Department of Labor.

Are the exams timed?

Yes. The test plan for each licensure area specifies the time allowed to complete the written examination. If the time allowed expires before the candidate is finished with the examination, the examination will automatically be submitted for scoring and all unanswered questions will be marked incorrect.

Can candidates use a calculator on the exam?

Yes, calculators may be used on these exams. If a calculator is needed, it will be provided by the testing center or through the assessment navigator within the exam.

What is the testing fee for written examinations?

Candidates must pay all testing fees to the test site upon registration. The current testing fees are located on the website at **www.okhcp.com** under the Alarm/Locksmith, and Fire Sprinkler tab.

Can candidates use code books or other resources during the examination?

All candidates may use a copy of the Oklahoma Alarm, Locksmith, and Fire Sprinkler Act.

Candidates may bring and use publisher-bound code books as indicated in the charts below. **NOTE: Only publisher-bound books are allowed.** Candidates may not use photocopies that have been spiral bound, placed in a binder, etc. No loose pages of notes or codes are allowed. In addition, all references will be checked for handwritten notes specifically related to test questions. References that contain test-related notations will not be allowed.

Licensure Area – Alarm and Locksmith	Allowed Code Books			
	NFPA 70	NFPA 72	NFPA 99	NFPA 731
Locksmith Technician				
Manager	✓	✓		✓

When will I receive my results?

Candidates will receive their results immediately upon completion of the testing. These results must be included with the candidate's licensure application and sent to the Oklahoma Department of Labor.

Can candidates retake an exam?

Candidates who do not pass the written examination may retest. Although there is no formal waiting period for retesting, the ability to offer candidates an opportunity for same day retesting varies.



Standards and Test Content

4015 Locksmith Technician
70 Questions — Two hour time limit



Duty A: Demonstrate Understanding of Codes, Standards, and Regulations — 18% (12 questions)

CODE	TASK
A.05	Explain the purpose and role of the Occupational Safety and Health Administration
A.06	Demonstrate an understanding of rules promulgated by the Oklahoma Department of Labor to enforce the Oklahoma Alarm, Locksmith, and Fire Sprinkler Industry Act

Duty B: Demonstrate Knowledge of Key Lock Mechanisms and Components — 18% (15 questions)

CODE	TASK
B.01	Identify and describe the function of different types of locks • Passage locksets • Entry locksets • Privacy locksets • Deadbolt locksets
B.02	Identify common key types
B.03	Identify and describe functions, ratings, and door handlings related to lock hardware
B.04	Identify and describe common types of doors • Material type • Swing direction
B.05	Identify types of door closers

Duty C: Maintain and Service Locks — 35% (25 questions)

CODE	TASK
C.01	Demonstrate dismantling and assembly of lock cylinders • Wafer tumbler locks • Pin tumbler cylinders
C.02	Describe recombination of lock mechanisms • Pin tumbler cylinders • Wafer tumbler locks

CODE	TASK
C.03	Identify commonly used key blanks
C.04	Demonstrate ability to duplicate broken keys
C.05	Demonstrate ability to originate keys to locks • By code • By disassembly
C.06	Demonstrate ability to pin cylinders
C.07	Differentiate between standard security and high security keys

Duty D: Install Locksets and Related Hardware on Doors — 9% (6 questions)

CODE	TASK
D.01	Demonstrate ability to remove, repair, and install lock hardware used on doors and cabinets
D.02	Demonstrate ability to install and service passage, privacy, and entry hardware

Duty E: Practice Job Site Safety — 20% (14 questions)

CODE	TASK
E.01	Survey job site for unsafe work conditions and report appropriately
E.02	Identify and demonstrate the appropriate use of hand and power tools
E.03	Identify and demonstrate the appropriate use of job site equipment
E.04	Practice safe ladder usage
E.05	Use proper fall techniques and practices
E.06	Use head, ear, eye, and foot protection properly
E.07	Read and interpret Safety Data Sheets
E.08	Recognize injuries and health conditions commonly encountered at job sites
E.10	Identify precautions that should be taken when working in confined spaces and other potential hazardous environments

Duty F: Service Automotive Locks — (0 questions)

CODE	TASK
F.01	Demonstrate ability to open vehicles • Free-play pawl manipulation • Vertical lock manipulation • Horizontal manipulation • "Under the window" tool • Plastic strip • Wedging tools
F.02	Service automotive locks • Originate keys • Rekey locks • Remove/reinstall locks • Remove broken keys • Service malfunctioning lock mechanisms • Repair locks

Standards and Test Content

4017 Manager
55 Questions — 90 minute time limit

The Manager exam for the alarm industry tests candidates over knowledge in the following areas:

Duty A: Demonstrate Understanding of Codes, Standards, and Regulations — 18% (12 questions)

Duty B: Understand Human Resources Issues Related to Managing Employees — 2% (1 question)

Duty C: Understand Insurance Issues Facing Managers — 4% (2 questions)

Duty D: Demonstrate Knowledge of Workplace Safety Requirements — 47% (26 questions)

Although some knowledge areas overlap with those found on the salesperson and technician exams, questions on the Manager assessment are directed toward the level of knowledge or understanding expected of those holding management positions in alarm, locksmith, and fire sprinkler companies.

Sample Questions
Locksmith Industry Exams

1. With regard to the written exam required for licensure, which of the following statements is true?

   a. Candidates must reapply with the Oklahoma Department of Labor before retesting.
   b. Candidates may retest immediately.*
   c. Candidates must wait at least 30 days before retesting.
   d. Candidates are not allowed to retest.

2. Which of the following factors increases the chance of shock or electrocution?

   a. high outdoor temperatures
   b. high humidity*
   c. insulated head protection
   d. dry cotton clothing

3. A technician fell off a ladder and injured his wrist. His wrist is swollen and turning purple, and the technician has limited ability to move his hand at the joint. What type of injury did the technician likely sustain?

   a. strain
   b. sprain*
   c. closed fracture
   d. greenstick fracture

4. What is the recommended treatment for a burn where the victim's skin is red and/or blistered?

   a. Apply a lotion or ointment to protect the damaged tissue and relieve pain.
   b. Wrap a sterile, gauze bandage loosely around the burn to protect against further injury.
   c. Rinse or submerge the affected area in cool water to stop the burn process.*
   d. Apply an ice pack to the affected area to reduce swelling and discomfort

5. The key shown below matches locks manufactured by:



   a. Schlage
   b. Kwikset*
   c. Master
   d. Weslock

6. What is a feature of a storeroom lock?

   a. remains locked at all times
   b. requires a key to enter*
   c. requires callers to enter a bell
   d. unlocks from the inside only

Resources Used for Writing and Validating Test Items on the Locksmith Industry Exams

- International Building Code
- Underwriters Laboratory Standards
- Manufacturer's websites (key blanks)
- *The Complete Book of Locks and Locksmithing*, Bill Phillips
- OSHA.com (Occupational Safety and Health Administration)
- *Webster's Medical Desk Dictionary*
- www.mayoclinic.org/first-aid
- www.webmd.com/first-aid

Abbreviations, Symbols, and Acronyms on the Locksmith Industry Exams

When abbreviations, symbols or acronyms are more commonly used in written and verbal communications within the locksmith industry than the words they represent, they will also be used on the written examination required for certification. The following is a list of abbreviations, symbols, and acronyms used on the locksmith industry examinations.

’	Foot/feet
”	Inch/inches
A	Amps/Amperes
AC	Alternating Current
BOCA	Building Officials and Code Administrators International, Inc.
CDMA	Code Division Multiple Access
DC	Direct Current
IBC	International Building Code
ICC	International Code Council
IRC	International Residential Code
kΩ	Kilo ohms or Kohms
mA	milliamps/milliamperes
OSFM	Oklahoma State Fire Marshal
UL	Underwriters Laboratory
V	Volts
VA	Volt-amp
VAC	Watts, Alternative Current
VDC	Watts, Direct Current
W	Watts
Ω	Ohms

Test Taking Strategies

This section of the study guide contains valuable information for testing success and provides a common-sense approach for preparing for and performing well on any test.

General Testing Advice

1. Get a good night's rest the night before the test – eight hours of sleep is recommended.
2. Avoid junk food and "eat right" several days before the test.
3. Do not drink a lot or eat a large meal prior to testing.
4. Be confident in your knowledge and skills!
5. Relax and try to ignore distractions during the test.
6. Focus on the task at hand — taking the test and doing your best!
7. Listen carefully to the instructions provided by the exam proctor. If the instructions are not clear, ask for clarification.

Testing Tips

1. Read the entire question before attempting to answer it.
2. Try to answer the question before reading the choices. Then, read the choices to determine if one matches, or is similar to your answer.
3. Do not change your answer unless you misread the question or are certain that your first answer is incorrect.
4. Answer questions you know first, so you can spend additional time on the more difficult questions.
5. Check to make sure you have answered every question before you submit the assessment for scoring — unanswered questions are marked incorrect.



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