

Mike Holt Enterprises Presents

Top 10 Tips for Passing your Exam



- 1. Identify exactly what areas you need to study.** Each state and county exam is different. To get started you must first figure out what elements you will be tested on. You need to know if you are being tested on Theory, Calculations or Business as well as what NEC year you will be tested. To find this out check your state website or go to our help page at www.mikeholt.com/statelicense. You also want to verify what books your state will allow you to take into the test.
- 2. Identify your strengths and weaknesses in all areas of the exam so you know what you need to focus on in your preparation.** One of the best ways to do this is with a Simulated Exam which provides you with questions in a timed environment. Practicing will point out your weak areas, and allow you to focus on these when you study. Remember that your test will be timed, so you need to practice in an exam setting. [Click here](#) if you would like to take a Free Simulated Exam.
- 3. Make sure you give yourself enough time to study.** Many people fail an exam because they haven't given themselves enough time to properly prepare and study. Passing an exam will change your life so its important to give yourself the time to study so you can pass the first time. Determine when you want to take your exam, and work backwards to be sure you give yourself enough time.
- 4. Choose the correct study program. Each person has different needs based on their previous work and educational background.** Your study program should be customized based on your work history, prior education, and the strengths and weaknesses you have identified. The key to passing your exam is making sure that you have the correct study materials. Some individuals can get away with a quick review of the basics while others will need to begin with a comprehensive program that covers all the material they need to know in Theory, Code and Calculations. For help in choosing a school or a homestudy program you can visit us at www.mikeholt.com/examprep or call us at 888.632.2633.
- 5. Communicate with your family.** Studying is hard work and it will take time and commitment from not just you but also your family and is often stressful on all of you. Communicate to them how passing this exam can change all of your lives and explain to them the details of why you need to study and when you need to study. If you do a good job including them in the process it will be easier to have them understand all of the changes that will affect the family dynamics. Remind them that this is a short-term commitment that will have life-time benefits. Also find a way to plan special time with them each week even when you are studying so that they know when they will be able to spend time with you.
- 6. Organize your workspace.** All of your material should be in one location in your house, along with all notes, and materials you will need so that your time allotted to study is effective and not wasted setting up each time. If you are testing in a state that allows you to bring in books make sure they are organized and reviewed as well. This area should be free of all distractions.
- 7. Create a study schedule that works for you.** For some people the best time to study is in the morning before your work day begins. It requires discipline, but it's easier to find the time in the morning than to wait for the end of the day and hope that you have enough energy left to study. For others it could be late at night, when the house is quiet and the family has gone to bed. Decide what works best for you and be diligent in carving out your study time and sticking to your schedule. Be sure to leave yourself time for rest and recuperation. Put this time schedule into your agenda and stick with it until the big day.
- 8. Really get to know your Code Book.** One of the best ways to prepare for your exam is to improve your NEC knowledge. Not only does that include understanding the Code but it also includes understanding how to use your Code Book, and how to find things quickly in the Code Book so that you will be relaxed and prepared in a timed test environment. You need to tab your code book to make it easier to find articles in a testing timed environment. To purchase tabs you can visit www.mikeholt.com/products. Also, check with your state board to see if they allow highlighted books into the test.
- 9. Don't get overwhelmed while studying.** Break-up your studies into manageable sections. One technique is to break your study time down into 20 minute sections followed by 10 minutes of doing something else to rest your brain. If you feel your mind drifting, take a 5 minute break. As you learn more and get closer to your exam you will find that you will be able to study for longer periods without needing a break. Eat well, avoid heavy foods that slow you down and make you sleepy, and keep hydrated.
- 10. Remember that you are taking a timed test, so make sure to manage your time during your exam.** Answer all questions, and if you don't know the answer to a question move on and come back to it. You don't want to waste time on a question that you don't know. Once you get to the end, it is important that you go back through your exam once more to make sure that you have answered all questions, and if you still don't know the answer you should always guess instead of leaving a question blank.

Visit www.MikeHolt.com/examprep for additional tips on passing your exam.