COUNTY LICENSING PROGRAM

Licensing Exams For
COUNTY WEIGHTS AND MEASURES INSPECTOR
Separate exams are being offered for the following licenses:

WEIGHT VERIFICATION
MEASUREMENT VERIFICATION
TRANSACTION AND PRODUCT VERIFICATION

APPLICATION AND FEES

Applications must be filed electronically at: https://apps1.cdfa.ca.gov/countylicensingexam/. Candidates may file for up to three exams in any exam cycle. A fee of $75.00 will be charged for the administration of each exam. Fees for all exams must be remitted with the electronic application via credit or debit card. Refunds will be issued to candidates not meeting minimum qualifications.

EXAM LOCATIONS

Exams will typically be administered at the Agricultural Commissioner/Sealer of Weights and Measures office located in each county. Candidates currently employed by a county will be scheduled in that county. Candidates not employed by a county will be scheduled in the county in which they live.

APPLICATION CUT-OFF DATES

Applications are accepted continuously. Qualified candidates submitting applications before each cut-off date will be scheduled for testing in the corresponding administration period indicated below. Applications received after a cut-off date will be held over for the next administration period.

Exams will be administered two times per 12-month period. For 2019, the cut-off and anticipated exam dates are:

<table>
<thead>
<tr>
<th>Written Exams</th>
<th>Start Application Filling Date</th>
<th>Application cut-off date</th>
<th>Exam Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>November 1, 2018</td>
<td>December 10, 2018</td>
<td>January 28-February 1, 2019</td>
</tr>
<tr>
<td></td>
<td>March 1, 2019</td>
<td>May 31, 2019</td>
<td>July 22-26, 2019</td>
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</tbody>
</table>

All first-time applicants, if they have not done so, must submit their transcripts and be approved to take our exams two weeks before the application cut-off date to cdfa.county_exams@cdfa.ca.gov.

ELECTRONIC EXAMS

All electronic exams are temporary postponed and are unavailable throughout the state until further notice. We are working very hard to get them back up. We want to thank you for all your patience.
NOTICE OF EXAM AND RESCHEDULING

Candidates will receive notice of the exam location, date, and time at least twenty-one (21) days prior to the exam date. If you believe you have applied and paid fees for an upcoming exam and have not received this notice, please contact the CDFA Licensing program at 916-653-5866 or cdfa.county_exams@cdfa.ca.gov as soon as possible. Candidates unable to present an examination notice may not be allowed into the exam.

Candidates wishing to reschedule exams must notify the County Licensing Program at least seven (7) days before the scheduled testing date. Failure to provide this advance notice, and not appearing for an exam, will result in fee forfeiture and necessitate re-applying for the exam in a future cycle. Candidates noticing the program at least seven days before the scheduled testing date will be rescheduled during the current cycle or postponed to the next exam cycle at the discretion of the Licensing Program. No fee refunds will be issued to qualified candidates.

MINIMUM QUALIFICATIONS

Candidates must qualify under at least one of the following criteria to be admitted to the exam:

1) Possession of one or more valid statewide specific category licenses as a County Weights and Measures Inspector or County Agricultural Inspector/Biologist; or

2) Possession of a Bachelor’s degree from an accredited four-year college with specialization in one or more of the qualifying disciplines listed below; or

3) Possession of a Bachelor’s degree from an accredited four-year college in any discipline with a minimum of 30 semester units, or equivalent, in one or any combination of the qualifying disciplines listed below.

Qualifying disciplines:

- Chemical Science,
- Commerce,
- Engineering,
- Law Enforcement,
- Marketing,
- Mathematics,
- Physical Science,
- Physics, and/or
- Statistics

Candidates registered as senior students, in an accredited four-year college, in one of the qualifying disciplines listed above may be admitted to the exam; however, a license will not be issued until proof of graduation is provided by the applicant.

Provided the candidate possesses a minimum of 30 semester units, or equivalent, in one or any combination of qualifying disciplines listed above, experience in one or more of the following may be substituted for up to two years of college on a year-for-year basis:

- Enforcement of weights and measures or agricultural laws,
- The inspection, maintenance, repair or installation of weighing or measuring instruments or equipment,
- Consumer protection or resolution of consumer complaints in a public or private consumer affairs agency,
- Law enforcement or investigation work in a federal, state or local jurisdiction, or
- Responsible quality or quantity control work in the production of consumer commodities. This experience must have been at a level comparable to that of a county weights and measure inspector or agricultural inspector/biologist.

Candidates qualifying under method (2) or (3) above, must submit copies of their qualifying degree and/or transcripts. Degrees and transcripts should be scanned and e-mailed to the County Licensing Program at cdfa.county_exams@cdfa.ca.gov
EXAMINATION INFORMATION AND SCOPE

Personal calculators may be used during the exam. Other personal effects, including purses, backpacks, and cell phones will not be allowed in the exam room and should be stored in a secure location prior to arriving for testing.

All exams will consist of multiple-choice questions testing the candidate’s knowledge of applicable subject matter as indicated below. Separate exams are given for each subject area.

**Weight Verification**

- Inspecting and testing various types of retail, industrial, farm and specialty scales for accuracy within established tolerance limits and for compliance with specifications and use requirements.
- Auditing of weighmaster operations and records for compliance with California codes and complaint investigation
- Investigative techniques.

**Measurement Verification**

- Inspecting and testing of various types of liquid measuring devices for petroleum products, chemical, water and fertilizers; grain moisture measuring devices, taximeters, compartments and tanks used as volume measures, linear and volumetric measures, and timing devices.
- Inspecting and testing electric watt hour measuring devices, principles of electricity, and electrical safety.
- Inspecting and testing of devices used to measure the quantity dispensed of liquefied petroleum gas in the vapor or liquid states, natural gas, and cryogenic fluids such as liquid nitrogen and oxygen. The measuring devices are located in locations such as mobile home parks, apartments, retail service stations and distribution centers.
- Investigative techniques.

**Transaction and Product Verification**

- Inspecting and testing of packaged goods for proper weights, measure, or count, using statistical sampling procedures labeling requirements;
- Method of sale of specific products.
- Inspection of petroleum products for compliance with advertising, labeling, registration, minimum quality requirements as well as product integrity; and complaint investigation
- Investigative techniques.

Suggested reading lists and study topics, specific to each exam, are available on CDFA’s “County Relations” website online at [http://www.cdfa.ca.gov/exec/county/County_Liaison.html](http://www.cdfa.ca.gov/exec/county/County_Liaison.html) by clicking on the “Exams” link.

**LICENSES**

A minimum rating of 70 percent must be achieved on each exam for a passing score. Upon passing an exam, a license of eligibility will be issued to the candidate. Licenses are valid for five (5) years unless revoked.

California law requires all county employees working in the capacity of Weights and Measures Inspector to possess licenses demonstrating job proficiency. While the CDFA is tasked with overseeing the testing and licensing of potential candidates, each county is responsible for hiring and determining the qualifications of its own employees. To be hired, candidates must qualify for the licenses of eligibility exams and meet all requirements of the hiring county. Counties may require additional experience or education beyond that of the licensing exam requirements.

Expanding licenses may be renewed, at the request of the license holder, without further examination if the holder is employed in any county agricultural or weights and measures position, with the California Department of Food and Agriculture, or with the California Department of Pesticide Regulation. A holder of a license of eligibility who is not employed in one of the above capacities, but who otherwise meets the minimum license qualifications, may apply to renew the license prior to its expiration upon passing a requalifying exam.
RIGHT OF APPEAL

Exam results may be appealed within thirty (30) days after the Notice of Exam Results has been sent to the candidate. Appeals must be in writing and addressed to the Secretary of the California Department of Food and Agriculture, 1220 "N" Street, Sacramento, CA 95814. To be considered, appeals must include the exam title, date of exam, and basis of appeal. Written examination material will not be made available for review.

For questions or assistance regarding licensing exams, please contact the CDFA County Licensing Program at cdfa.county_exams@cdfa.ca.gov or 916-653-5866

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