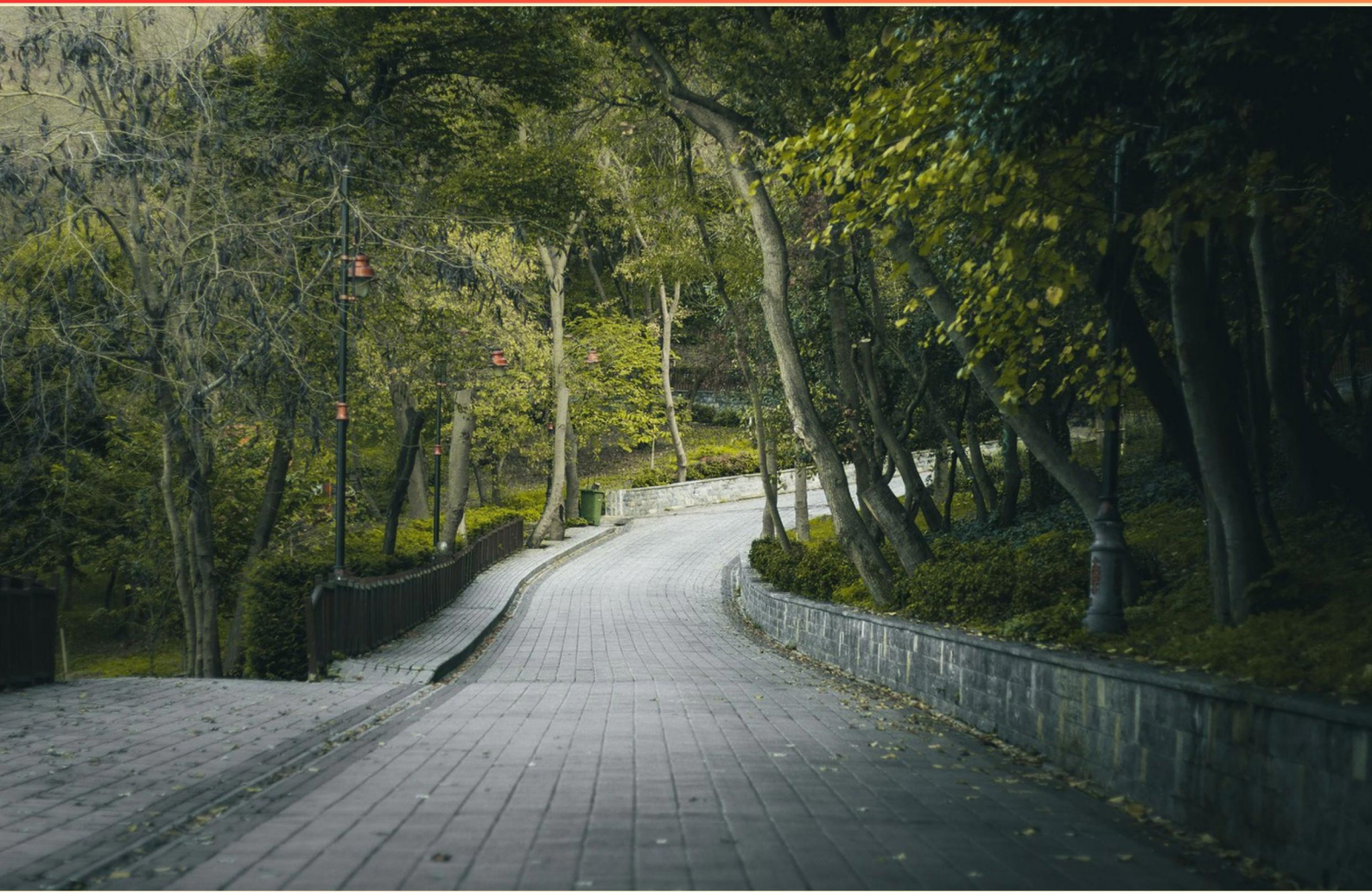


SWLCAT ORIENTATION PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE

<https://swlcatorientation.examzify.com>



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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. What major vesting improvement occurred in 1988?**
 - A. Two-year vesting
 - B. Five-year vesting
 - C. Ten-year vesting
 - D. Seven-year vesting

- 2. What is the correct process for requesting travel or expenses reimbursement?**
 - A. Submit receipts after you have completed the project, with no approvals.
 - B. Use any vendor, and reimburse with minimal paperwork.
 - C. Obtain approved travel authority, keep receipts, use approved vendors, and submit the reimbursement with required documentation.
 - D. Email the finance team for reimbursement and wait for approval.

- 3. Which of the following options correctly lists all four components of professionalism as described?**
 - A. Being on time; Planning the job; Working safely; Encouraging coworkers
 - B. Being on time; Planning the job; Wearing uniform; Encouraging coworkers
 - C. Being on time; Planning the job; Working quickly; Encouraging coworkers
 - D. Being on time; Planning the job; Working safely; Not encouraging coworkers

- 4. In the inverted pyramid, who is at the top and why?**
 - A. Customers, because they ultimately pay everyone
 - B. Managers, because they plan resources
 - C. Workers, because they produce goods
 - D. Suppliers, because they provide inputs

- 5. What does studying mean?**
 - A. Restating the material in your own words
 - B. Memorizing facts verbatim
 - C. Reading quickly
 - D. Highlighting passages

6. In 1928, what monthly pension amount was assured for members with 20 years of service who reached age 65?
- A. \$20 per month
 - B. \$40 per month
 - C. \$60 per month
 - D. \$80 per month
7. How many members are on the current National committee and how are they split between IBEW and NECA?
- A. 24 total; 12 IBEW and 12 NECA
 - B. 20 total; 10 IBEW and 10 NECA
 - C. 28 total; 14 IBEW and 14 NECA
 - D. 22 total; 11 IBEW and 11 NECA
8. Which activity is considered unacceptable for SWLCAT IT resources?
- A. Installing unauthorized software.
 - B. Checking personal email occasionally.
 - C. Surfing the web during breaks.
 - D. Printing documents for personal use.
9. If harassment is reported, which department is typically involved in investigations?
- A. Finance.
 - B. Human Resources.
 - C. Security.
 - D. Compliance.
10. What percentage do employers contribute to the NEBF?
- A. 1%
 - B. 2%
 - C. 3%
 - D. 4%

Answers

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1. B
2. C
3. A
4. A
5. A
6. B
7. A
8. A
9. B
10. C

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Explanations

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1. What major vesting improvement occurred in 1988?

- A. Two-year vesting
- B. Five-year vesting**
- C. Ten-year vesting
- D. Seven-year vesting

Vesting is about when you truly own the employer's retirement contributions. In 1988, the major change was to establish a five-year vesting schedule as the standard. This means you are fully vested in employer contributions after five years of service, so if you leave before hitting that mark, you don't have full ownership of those contributions. This accelerated the protection workers had, compared with longer vesting periods that were common before. For example, after five years you gain full rights to the employer's contributions, whereas leaving earlier could forfeit a larger portion. This shift made retirement benefits more secure and portable for many employees.

2. What is the correct process for requesting travel or expenses reimbursement?

- A. Submit receipts after you have completed the project, with no approvals.
- B. Use any vendor, and reimburse with minimal paperwork.
- C. Obtain approved travel authority, keep receipts, use approved vendors, and submit the reimbursement with required documentation.**
- D. Email the finance team for reimbursement and wait for approval.

The essential practice is following a formal, approved process for travel and expense reimbursements that creates an auditable trail and keeps costs in line with policy. Before you incur costs, obtain the approved travel authority to confirm the trip is authorized and within policy. Then keep every receipt and document, since those receipts are the evidence you'll need to justify the charges. Use only approved vendors, which ensures you're aligned with negotiated rates, preferred supplier lists, and any compliance requirements. Finally, submit the reimbursement with all required documentation so it can be reviewed, approved, and processed efficiently. Skipping approval can lead to unapproved or inappropriate spending. Choosing any vendor outside the approved list can bypass negotiated terms and oversight. Merely emailing for reimbursement bypasses the formal workflow, risking delays and missing documentation. Following this complete sequence ensures accurate, compliant, and timely reimbursements.

3. Which of the following options correctly lists all four components of professionalism as described?

- A. Being on time; Planning the job; Working safely; Encouraging coworkers**
- B. Being on time; Planning the job; Wearing uniform; Encouraging coworkers
- C. Being on time; Planning the job; Working quickly; Encouraging coworkers
- D. Being on time; Planning the job; Working safely; Not encouraging coworkers

Professionalism in the workplace centers on reliability, preparedness, safety, and a cooperative attitude. The option that lists being on time, planning the job, working safely, and encouraging coworkers best captures those elements. Being on time shows dependability and respect for others' time. Planning the job demonstrates forethought and organization, which helps tasks run smoothly and reduces errors. Working safely reflects a commitment to following rules and protecting everyone on site. Encouraging coworkers signals a positive, collaborative mindset that supports the team. The other options mix in elements that aren't universal indicators of professionalism. Wearing a uniform can be about appearance or dress-code policy, but it isn't a universal measure of professionalism across all roles. Working quickly may come at the expense of safety or quality, so speed alone isn't a reliable marker of professionalism. Not encouraging coworkers contradicts a professional, team-oriented attitude, whereas encouraging coworkers aligns with professional behavior.

4. In the inverted pyramid, who is at the top and why?

- A. Customers, because they ultimately pay everyone**
- B. Managers, because they plan resources
- C. Workers, because they produce goods
- D. Suppliers, because they provide inputs

The main idea here is that the upside-down structure shows who the organization is really serving and why. In the inverted pyramid, the customer sits at the top because they are the reason the business exists: their needs drive what gets produced, and their payments fund everyone in the system. The role of managers and supervisors is to coordinate and support the workers who deliver value, all aimed at meeting the customer's requirements. Suppliers and other inputs are important inputs to the process, but they exist to enable serving the customer. So the choice that identifies customers as the top because they ultimately pay everyone best captures why they occupy that position.

5. What does studying mean?

- A. Restating the material in your own words**
- B. Memorizing facts verbatim
- C. Reading quickly
- D. Highlighting passages

Studying means actively engaging with the material and making the ideas your own so you can understand, explain, and apply them. Restating the material in your own words shows you've processed the concepts, not just memorized exact phrases. Paraphrasing helps encode the information in a personal way, making it easier to recall and connect with other ideas later. Memorizing facts verbatim tends to be a surface approach that doesn't prepare you to use the knowledge in new contexts. Reading quickly focuses on speed rather than understanding, so you miss the opportunities to process and organize the material. Highlighting can help you find important parts, but by itself it doesn't prove you've grasped the meaning or can reproduce it in your own terms. So restating in your own words best demonstrates genuine understanding and transferable knowledge, which is the heart of effective studying.

6. In 1928, what monthly pension amount was assured for members with 20 years of service who reached age 65?

- A. \$20 per month
- B. \$40 per month**
- C. \$60 per month
- D. \$80 per month

Pension benefits at the time were often set up as a simple formula: a fixed dollar amount added for each year of service, paid monthly after reaching retirement age. The total monthly pension is years of service times that accrual rate, and it wasn't tied to final salary in this type of plan. In this case, the accrual rate was \$2 per year of service. With 20 years of service, the calculation is $20 \times \$2 = \40 per month. Reaching age 65 simply triggers eligibility for this defined amount. If the per-year rate were different, the monthly pension would change accordingly (for example, \$1 per year would give \$20; \$3 per year would give \$60; \$4 per year would give \$80), but the plan in question used \$2 per year, yielding \$40 monthly.

7. How many members are on the current National committee and how are they split between IBEW and NECA?

- A. 24 total; 12 IBEW and 12 NECA**
- B. 20 total; 10 IBEW and 10 NECA
- C. 28 total; 14 IBEW and 14 NECA
- D. 22 total; 11 IBEW and 11 NECA

Equal representation on a joint committee ensures balanced governance between the two organizations involved. The current National committee is 24 members in total, with half coming from each side—12 IBEW and 12 NECA. This parity supports equal input in decisions and reflects the cooperative, joint nature of the body. Other totals or uneven splits would alter the established balance and aren't aligned with the current structure.

8. Which activity is considered unacceptable for SWLCAT IT resources?

- A. Installing unauthorized software.**
- B. Checking personal email occasionally.
- C. Surfing the web during breaks.
- D. Printing documents for personal use.

Policies for SWLCAT IT resources are built around keeping systems secure, licensed, and reliable. Installing software that hasn't been approved by the IT department undermines those protections. It can bring in malware, bypass security controls, violate licensing terms, and potentially destabilize the network or compromise data. Because of these significant risks, this action is not allowed. The other activities described don't involve introducing new software to the system, and while they should still follow usage guidelines, they don't inherently create the same security and compliance risks.

9. If harassment is reported, which department is typically involved in investigations?

- A. Finance.
- B. Human Resources.**
- C. Security.
- D. Compliance.

When harassment is reported, Human Resources typically leads the investigation because HR is responsible for enforcing workplace policies, handling employee concerns, and safeguarding fair process. HR is trained to conduct impartial inquiries, interview involved parties, maintain confidentiality, and ensure non-retaliation while gathering evidence and documenting findings. They coordinate corrective actions—such as discipline, training, or policy updates—and ensure the process complies with laws and organizational rules. Other departments might be involved in specific situations (for example, security if there's an immediate safety issue or compliance for regulatory matters), but the everyday lead investigator for harassment claims is usually HR.

10. What percentage do employers contribute to the NEBF?

- A. 1%
- B. 2%
- C. 3%**
- D. 4%

The main idea is how benefit funds are funded: employers contribute a portion of payroll to support workers' retirement benefits. For the National Elevator Industry Benefit Fund, the standard contribution rate used in many industry agreements is 3 percent of gross wages for each covered employee. This rate is what employers remit to NEBF to fund retirees' benefits, and it's the figure most commonly specified in contracts. Rates like 1% or 2% are generally too low to sustain the plan, while 4% is higher than the typical negotiated figure, though some contracts could vary. The takeaway is that NEBF contributions are payroll-based, and 3% is the typical employer contribution.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://swlcatorientation.examzify.com>

We wish you the very best on your exam journey. You've got this!

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