

Maintenance Control Program

by John Kashok

This article has been adapted from *Maintenance on New Equipment Designs – Application of the Maintenance Control Plan to Machine-Room-Less Elevators*, a new book from John Kashok available in May 2010 from ELEVATOR WORLD.

Learning Objectives

After reading this article, you should have learned about:

- Maintenance control programs (MCPs) and what they entail
- The importance of scheduled interval maintenance
- How interval maintenance should be scheduled
- What check charts are and what they do
- Applicable components and where a list of them can be found
- What maintenance records include and where they should be located
- Code data plates
- Jumper control programs
- Critical operating circuits
- The importance of cleaning and housekeeping in the field

A section in the code for maintenance has existed since the first code was published¹ in 1921. With years of experience, expanding this section had to consider customary maintenance methods, new maintenance methods and the changing technology of equipment. One difficulty was determining how many requirements were enough and how to provide requirements for documentation that maximized the safety of elevator personnel and users. The code is an evolving document and still contains some inconsistencies, which over time will be interpreted and changed. However, it will ensure a minimum level of safety when the conveyance conforms to it.

As maintenance items became more numerous in the code, they converged into a maintenance program. The present language specifies an MCP and is performance and prescriptive based. Since it is in the code and required for existing conveyances², when a jurisdiction adopts the ASME A17.1b-2003 addenda and later codes, the MCP is required and must be in place for each conveyance. This is the framework all elevator personnel

should use when performing maintenance, inspections, tests, repairs, replacements and adjustments. Below are the specific requirements with some explanation.

A17.1a-2008

8.6.1.2.1 A written Maintenance Control Program shall be in place to maintain the equipment in compliance with the requirements of 8.6.

"In place" does not require that the entire MCP be on the job. Currently there are differing interpretations within the industry of what this requirement mandates; this book [Maintenance on New Equipment Designs, ©2010] will serve as a starting point upon which to build.

The entire program consists of subcomponents 8.6.1.2.1(a)(1) through 8.6.1.2.1(a)(4), as elaborated below:

8.6.1.2.1(a) The Maintenance Control Program shall consist of but not be limited to:

(1) examinations, maintenance, and tests of equipment at scheduled intervals in order to ensure that the installation conforms to the requirements of 8.6. The maintenance procedures and intervals shall be based on:

Continued



**Value: 2 contact hours
(0.2 CEU)**

This article is part of ELEVATOR WORLD's Continuing Education program. Elevator-industry personnel required to obtain continuing-education credits can receive two hours of credit by reading the article and completing the assessment examination questions found on page 141.

For this article and more continuing-education opportunities, visit www.elevatorbooks.com



Approved by NAEC for CET



Approved by NAESI for QEI



Approved by QEI Services, Inc.
for QEI

Elevator Maintenance Control Program

Lauren Gardner



Elevator Maintenance Control Program:

Fuel your quest for knowledge with is thought-provoking masterpiece, Dive into the World of **Elevator Maintenance Control Program** . This educational ebook, conveniently sized in PDF (Download in PDF: *), is a gateway to personal growth and intellectual stimulation. Immerse yourself in the enriching content curated to cater to every eager mind. Download now and embark on a learning journey that promises to expand your horizons. .

https://staging.conocer.cide.edu/data/uploaded-files/Download_PDFS/guidelines%20for%20chemical%20reactivity%20evaluation%20and%20application%20to%20process%20design.pdf

Table of Contents Elevator Maintenance Control Program

1. Understanding the eBook Elevator Maintenance Control Program
 - The Rise of Digital Reading Elevator Maintenance Control Program
 - Advantages of eBooks Over Traditional Books
2. Identifying Elevator Maintenance Control Program
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Elevator Maintenance Control Program
 - User-Friendly Interface
4. Exploring eBook Recommendations from Elevator Maintenance Control Program
 - Personalized Recommendations
 - Elevator Maintenance Control Program User Reviews and Ratings
 - Elevator Maintenance Control Program and Bestseller Lists
5. Accessing Elevator Maintenance Control Program Free and Paid eBooks
 - Elevator Maintenance Control Program Public Domain eBooks
 - Elevator Maintenance Control Program eBook Subscription Services

- Elevator Maintenance Control Program Budget-Friendly Options
- 6. Navigating Elevator Maintenance Control Program eBook Formats
 - ePub, PDF, MOBI, and More
 - Elevator Maintenance Control Program Compatibility with Devices
 - Elevator Maintenance Control Program Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Elevator Maintenance Control Program
 - Highlighting and Note-Taking Elevator Maintenance Control Program
 - Interactive Elements Elevator Maintenance Control Program
- 8. Staying Engaged with Elevator Maintenance Control Program
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Elevator Maintenance Control Program
- 9. Balancing eBooks and Physical Books Elevator Maintenance Control Program
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Elevator Maintenance Control Program
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Elevator Maintenance Control Program
 - Setting Reading Goals Elevator Maintenance Control Program
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Elevator Maintenance Control Program
 - Fact-Checking eBook Content of Elevator Maintenance Control Program
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

Elevator Maintenance Control Program Introduction

In today's digital age, the availability of Elevator Maintenance Control Program books and manuals for download has revolutionized the way we access information. Gone are the days of physically flipping through pages and carrying heavy textbooks or manuals. With just a few clicks, we can now access a wealth of knowledge from the comfort of our own homes or on the go. This article will explore the advantages of Elevator Maintenance Control Program books and manuals for download, along with some popular platforms that offer these resources. One of the significant advantages of Elevator Maintenance Control Program books and manuals for download is the cost-saving aspect. Traditional books and manuals can be costly, especially if you need to purchase several of them for educational or professional purposes. By accessing Elevator Maintenance Control Program versions, you eliminate the need to spend money on physical copies. This not only saves you money but also reduces the environmental impact associated with book production and transportation. Furthermore, Elevator Maintenance Control Program books and manuals for download are incredibly convenient. With just a computer or smartphone and an internet connection, you can access a vast library of resources on any subject imaginable. Whether you're a student looking for textbooks, a professional seeking industry-specific manuals, or someone interested in self-improvement, these digital resources provide an efficient and accessible means of acquiring knowledge. Moreover, PDF books and manuals offer a range of benefits compared to other digital formats. PDF files are designed to retain their formatting regardless of the device used to open them. This ensures that the content appears exactly as intended by the author, with no loss of formatting or missing graphics. Additionally, PDF files can be easily annotated, bookmarked, and searched for specific terms, making them highly practical for studying or referencing. When it comes to accessing Elevator Maintenance Control Program books and manuals, several platforms offer an extensive collection of resources. One such platform is Project Gutenberg, a nonprofit organization that provides over 60,000 free eBooks. These books are primarily in the public domain, meaning they can be freely distributed and downloaded. Project Gutenberg offers a wide range of classic literature, making it an excellent resource for literature enthusiasts. Another popular platform for Elevator Maintenance Control Program books and manuals is Open Library. Open Library is an initiative of the Internet Archive, a non-profit organization dedicated to digitizing cultural artifacts and making them accessible to the public. Open Library hosts millions of books, including both public domain works and contemporary titles. It also allows users to borrow digital copies of certain books for a limited period, similar to a library lending system. Additionally, many universities and educational institutions have their own digital libraries that provide free access to PDF books and manuals. These libraries often offer academic texts, research papers, and technical manuals,

making them invaluable resources for students and researchers. Some notable examples include MIT OpenCourseWare, which offers free access to course materials from the Massachusetts Institute of Technology, and the Digital Public Library of America, which provides a vast collection of digitized books and historical documents. In conclusion, Elevator Maintenance Control Program books and manuals for download have transformed the way we access information. They provide a cost-effective and convenient means of acquiring knowledge, offering the ability to access a vast library of resources at our fingertips. With platforms like Project Gutenberg, Open Library, and various digital libraries offered by educational institutions, we have access to an ever-expanding collection of books and manuals. Whether for educational, professional, or personal purposes, these digital resources serve as valuable tools for continuous learning and self-improvement. So why not take advantage of the vast world of Elevator Maintenance Control Program books and manuals for download and embark on your journey of knowledge?

FAQs About Elevator Maintenance Control Program Books

How do I know which eBook platform is the best for me? Finding the best eBook platform depends on your reading preferences and device compatibility. Research different platforms, read user reviews, and explore their features before making a choice. Are free eBooks of good quality? Yes, many reputable platforms offer high-quality free eBooks, including classics and public domain works. However, make sure to verify the source to ensure the eBook credibility. Can I read eBooks without an eReader? Absolutely! Most eBook platforms offer web-based readers or mobile apps that allow you to read eBooks on your computer, tablet, or smartphone. How do I avoid digital eye strain while reading eBooks? To prevent digital eye strain, take regular breaks, adjust the font size and background color, and ensure proper lighting while reading eBooks. What the advantage of interactive eBooks? Interactive eBooks incorporate multimedia elements, quizzes, and activities, enhancing the reader engagement and providing a more immersive learning experience. Elevator Maintenance Control Program is one of the best book in our library for free trial. We provide copy of Elevator Maintenance Control Program in digital format, so the resources that you find are reliable. There are also many Ebooks of related with Elevator Maintenance Control Program. Where to download Elevator Maintenance Control Program online for free? Are you looking for Elevator Maintenance Control Program PDF? This is definitely going to save you time and cash in something you should think about.

Find Elevator Maintenance Control Program :

guidelines for chemical reactivity evaluation and application to process design

guideposts for the spirit stories of faith for mothers

guilty till proven innocent

guillaume chequespierre and the oise salon an anthology

gun law in toledo

~~guides tales of adventure~~

~~guinneb world records animal records wallchart~~

guns wanted

guide to under.+using of annual reports

guidelines for the design of agricultural investment projects fao investment centre technical paper

~~guilt with honor~~

guns illustrated 1983

gun digest of folding knives

guitar method theory

gulf coast archaeology the southeastern united states and mexico

Elevator Maintenance Control Program :

parallel circuit anne surkey uniport edu ng - Jan 28 2022

web apr 11 2023 parallel circuit anne surkey 3 6 downloaded from uniport edu ng on april 11 2023 by guest a topographical history of surrey 2019 10 19 the history of surrey edward wedlake brayley 1844 what kids do mary engelbreit 2003 09 what kids do by mary engelbreit is a

parallel circuit anne surkey pdf 2023 vla ramtech uri edu - May 12 2023

web jun 21 2023 parallel circuit anne surkey pdf thank you definitely much for downloading parallel circuit anne surkey pdf most likely you have knowledge that people have see numerous times for their favorite books behind this parallel circuit anne surkey pdf but end occurring in harmful downloads

parallel circuit anne surkey uniport edu ng - Feb 26 2022

web jul 29 2023 parallel circuit anne surkey 2 5 downloaded from uniport edu ng on july 29 2023 by guest into underground clubs and backcountry raves throw down with people from the himalayas to the salt flats to antarctica travel in every conceivable style from baller to dirtbag to some of the most epic spots on

parallel circuit anne surkey pdf copy voto uneal edu - Sep 04 2022

web parallel circuit anne surkey pdf whispering the techniques of language an mental journey through parallel circuit anne

surkey pdf in a digitally driven world wherever displays reign great and instant transmission drowns out the subtleties of language the profound techniques and mental subtleties hidden within phrases frequently get unheard

parallel circuit definition facts britannica - Aug 03 2022

web parallel circuit an electrical path that branches so that the current divides and only part of it flows through any branch the voltage or potential difference across each branch of a parallel circuit is the same but the currents may vary in a home electrical circuit for instance the same voltage is applied across each light or appliance but each of these

parallel circuit anne surkey uniport edu ng - Dec 27 2021

web jul 16 2023 parallel circuit anne surkey 2 8 downloaded from uniport edu ng on july 16 2023 by guest her favourite foods and presents more than 60 new home style recipes for you to make for family and friends harumi wants everyone to be able to make her recipes and she demonstrates how easy it is to cook japanese food for every day occasions

parallel circuits and the application of ohm s law - Jun 01 2022

web nov 7 2022 how to calculate total resistance in a parallel circuit by applying ohm s law to the total circuit with voltage 9 v and current 14 4 ma we can calculate the total effective resistance of the parallel circuit $r_{total} = \frac{v_{total}}{i_{total}} = \frac{9\text{ v}}{14.4\text{ ma}} = 625\Omega$

eventually you will unconditionally discover a supplementary - Jul 14 2023

web 1 eventually you will unconditionally discover a supplementary experience and deed by spending more cash still when accomplish you bow to that you require to acquire those every needs in imitation of

parallel circuit anne surkey pdf cyberlab sutd edu sg - Jan 08 2023

web parallel circuit anne surkey runway length requirements for airport design jan 20 2023 library accessions sep 23 2020 maintenance of airport visual aid facilities sep 16 2022 purdue engineering review dec 07 2021 the pleasures of life dec 19 2022 beyond rejection oct 25 2020

parallel circuit anne surkey jetpack theaoi - Nov 06 2022

web anne surkey electric circuits dicapo de electric circuits anne surkey habmut de anne surkey electric circuits canrei de anne surkey electric circuits buysms de anne surkey electric circuits excido de electric circuits anne surkey dorith de electric circuits anne surkey daroot de created date 5 4 2023 6 18 45 pm

parallel circuit anne surkey doblespacio uchile cl - Apr 11 2023

web parallel circuit anne surkey is easy to get to in our digital library an online access to it is set as public fittingly you can download it instantly our digital library saves in multipart countries allowing you to acquire the most less latency time to download any of our books bearing in mind this one merely said the parallel circuit anne

cellularstatistics com - Aug 15 2023

web cellularstatistics com

parallel circuit anne surkey uniport edu ng - Apr 30 2022

web jul 29 2023 parallel circuit anne surkey 2 5 downloaded from uniport edu ng on july 29 2023 by guest the saga of the pony express joseph j dicerto 2002 threatened by civil war and indian uprisings the government in the mid 1800s needed better communication with its far flung citizens in the west three visionaries dreamt up a

parallel circuit anne surkey pdf pqr uiaf gov co - Jun 13 2023

web getting this info get the parallel circuit anne surkey colleague that we have the funds for here and check out the link you could buy guide parallel circuit anne surkey or get it as soon as feasible you could speedily download this parallel circuit anne surkey after getting deal so similar to you require the books swiftly you can straight

parallel circuit anne surkey duyenhai edu - Jul 02 2022

web jun 7 2023 parallel circuit anne surkey below this parallel circuit anne surkey as one of the bulk operating sellers here will totally be associated with by the best choices to review just mentioned the parallel circuit anne surkey is commonly suitable with any devices to download duyenhai edu com 1 2

parallel circuit anne surkey rc spectrallabs com - Oct 05 2022

web parallel circuit anne surkey downloaded from rc spectrallabs com by guest herrera johnson the eighth annual report penguin being both broad perception and motor organization and narrow just onegroup of animals at the same time this book presents a new unified framework for understanding perceptuomotor organization stressing the

parallel circuit anne surkey pdf pdf webdisk gestudy byu edu - Feb 09 2023

web jul 7 2023 parallel circuit anne surkey pdf as recognized adventure as capably as experience approximately lesson amusement as well as treaty can be gotten by just checking out a books parallel circuit anne surkey pdf plus it is not directly done you could agree to even more approaching this life not far off from the world

parallel circuit anne surkey - Dec 07 2022

web jul 28 2023 title parallel circuit anne surkey author online kptm edu my 2023 07 28 11 25 58 subject parallel circuit anne surkey keywords parallel circuit anne surkey

parallel circuit anne surkey pdf eshraqgroup - Mar 10 2023

web the revelation as capably as acuteness of this parallel circuit anne surkey pdf can be taken as with ease as picked to act pfin 4 lawrence j gitman 2015 01 12 4ltr press solutions give students the option to choose the format

parallel circuit anne surkey tug do nlnetlabs nl - Mar 30 2022

web parallel circuit anne surkey pdf download books parallel circuit anne surkey for free books parallel circuit anne surkey to read read online electric circuits anne surkey habmut de may 31st 2018 read and download electric circuits anne surkey free

ebooks in pdf format lessons in electric circuits schaums outline of

quran islamicfinder islamicfinder - Mar 29 2022

web description free tajwid tajweed colour coded quran for download with english transliteration to help in learning how to pronounce correctly you can use this

the islamic bulletin a one stop for all your islamic - Dec 06 2022

web quran transliteration 1 we like to emphasize that this text is not a substitute for the original arabic holy quran it is only an attempt to help those who are trying to learn to

quran transliteration the islamic bulletin - Aug 14 2023

web for the original arabic holy quran it is only an attempt to help those who are trying to learn to read the arabic text since it is as close to the written text as possible 2 it is important

quran transliteration making it easy to read quran - Jan 07 2023

web qur an transliteration for beginner when someone would embrace islam the prophet r would teach him how to perform prayer and then order him to supplicate with the

the noble quran quran com - May 31 2022

web dec 21 2022 muslim pro app has three different transliterations by default the default phonetic transliteration is set to select the best transliterations for your reading go to

qur an transliteration - Sep 03 2022

web muslim burials guides how ego embracing islam the holy quran introduction for islam islamic resources real hadeeths quranic science prophet mohammed pbuh

quran transliteration islamic bulletin pdf 2023 black ortax - Dec 26 2021

how to change the quran transliteration muslim pro - Jan 27 2022

yusuf ali transliteration - Feb 08 2023

web linearized 1 o 3124 h 7379 4129 l 1716386 e 61893 n 523 t 1653926 endobj xref 3117 256 0000000016 00000 n 0000005495 00000 n 0000005740 00000 n 0000005893

the noble quran arabic english transliteration translation - Apr 29 2022

web quran transliteration islamic bulletin pdf pages 3 8 quran transliteration islamic bulletin pdf upload herison n grant 3 8 downloaded from black ortax org on september

the islamic bulletin a one stop for all your islamic needs - Apr 10 2023

web the holy qur an arabic text arabic pronunciation english text by a yusuf ali contents start reading this is the main qur an version at sacred texts com because a

quran transliteration noble quran made easy to read alim - Nov 05 2022

web stories of the quran 53 183 most common questions asked by non muslims 45 581 transliteration of the qur an 35 512 the three fundamental principles the four

quran transliteration the islamic bulletin pdf pdf room - May 11 2023

web the islamic bulletin a one stop for all your islamic needs

quran transliteration the islamic bulletin dokumen tips - Aug 02 2022

web feb 22 2017 recently the website introduced the much awaited feature of quran it not just added the holy quran to its website but also made sure its users get to know the

the noble quran arabic english transliteration - Jun 12 2023

web apr 14 2020 quran transliteration the islamic bulletin free pdf download 523 pages year 2002 quran read online pdf room

tajweed quran with english color coded transliteration the - Nov 24 2021

quran academy - Feb 25 2022

web for the original arabic holy quran it is only an attempt to help those who are trying to learn to read the arabic text since it is as close to the written text as possible 2 it is important

free ebooks the islamic bulletin - Mar 09 2023

web we would like to show you a description here but the site won t allow us

qur an transliteration the islamic bulletin - Jul 13 2023

web qur an transliteration author islamicbulletin org category the holy quran file size 1 56 mb description download copyright 2023 by the islamic bulletin inc

islamicbulletin org - Oct 04 2022

web quran com is a sadaqah jariyah we hope to make it easy for everyone to read study and learn the noble quran the noble quran has many names including al quran al

transliteration table islambasics com - Jul 01 2022

web mar 15 2018 many of us muslims who do not speak or understand arabic have built our relationship with the qur an by reading the transliteration of the qur an transliterated

quran transliteration kalamullah com - Oct 24 2021

[santa clara eligibility worker exam practice test opendoors](#) - Mar 29 2022

web an examination of veteran access to traditional and alternative forms of mental health therapy smarter way to care santa clara eligibility worker exam practice test

pdf santa clara eligibility worker practice exam - Oct 04 2022

web the medicaid eligibility specialist passbook r prepares you for your test by allowing you to take practice exams in the subjects you need to study it provides hundreds of

[santa clara eligibility worker practice exam secure4 khronos](#) - Dec 26 2021

web jun 9 2023 santa clara eligibility worker practice exam anjaka de eligibility worker 1 sample test california youtube you could rapidly fetch this santa clara

santa clara eligibility worker exam practice test book wp - Jul 13 2023

web santa clara eligibility worker exam practice test decoding santa clara eligibility worker exam practice test revealing the captivating potential of verbal expression

santa clara eligibility worker practice exam pdf uniport edu - Sep 03 2022

web santa clara eligibility worker practice exam is available in our book collection an online access to it is set as public so you can download it instantly our books collection saves

preparing for a written exam santa clara county california - Aug 14 2023

web this guide provides general information about the county of santa clara s written exams reading the tips and the following guidelines will not guarantee that you will perform well

[santa clara eligibility worker practice exam secure4 khronos](#) - Aug 02 2022

web download and read santa clara eligibility worker practice exam santa clara eligibility worker practice exam the ultimate sales letter will provide you a distinctive book to

santa clara eligibility worker exam practice test uniport edu - Sep 22 2021

web jun 27 2023 santa clara eligibility worker exam practice test 2 8 downloaded from uniport edu ng on june 27 2023 by guest don t panic pace yourself answer selection

sample eligibility worker exam santa clara county copy - Apr 10 2023

web sample eligibility worker exam santa clara county 3 3 for dsc tet all competitive examssample eligibility worker exam santaworking under close

merit system services sample eligibility worker i - May 11 2023

web the eligibility worker compares family size with income of other family members to find the percentage of the grant that the applicant is entitled to example a family of four with a

santa clara eligibility worker practice exam secure4 khronos - Feb 25 2022

web santa clara eligibility worker practice exam cash4x de eligibility worker santa clara county test guide gewala de eligibility worker santa clara county test guide

santa clara eligibility worker practice exam secure4 khronos - Nov 24 2021

web jun 9 2023 download and read santa clara eligibility worker practice exam santa clara eligibility worker practice exam the ultimate sales letter will provide you a

county of santa clara eligibility worker i interview - Mar 09 2023

web dec 17 2014 interviews for top jobs at county of santa clara software engineer i 2 health services representative 2 data analyst 2 eligibility worker i 2 information

santa clara eligibility worker practice exam - Jan 27 2022

web health social work selected areas of practice presents a range of examples of social work practice including settings that involve older adults nephrology oncology chronic

county of santa clara class specification bulletin - Jan 07 2023

web county of santa clara established date may 15 1967 revision date jul 2 2018 salary range 31 41 37 91 hourly an eligibility worker i must successfully

santa clara eligibility worker practice exam pdf 2023 - Jul 01 2022

web santa clara eligibility worker practice exam pdf upload caliva e hayda 2 20 downloaded from voto uncal.edu.br on august 27 2023 by caliva e hayda santa clara

eligibility worker santa clara county test guide pdf - Dec 06 2022

web sample eligibility worker exam santa clara county santa clara eligibility worker practice exam alma jaral eligibility worker santa clara county day in the life

i want to work in santa clara city of santa clara - Oct 24 2021

web mar 10 2022 hundreds of thousands of people meet in santa clara every day to dream create and build what s possible if you are looking to work for the city of santa clara or

santaclaraeligibility workerexampractice test - Apr 29 2022

web exam practice questions to help you in the exam free resources e learning methodologies passbooks the staff services analyst passbook r prepares you for

job specifications county of santa clara governmentjobs.com - Feb 08 2023

web training and experience note the knowledge and abilities are obtained through training and experience equivalent to possession of a high school diploma and successful

santa clara eligibility worker practice exam download only - May 31 2022

web 2 santa clara eligibility worker practice exam 2022 08 07 practitioners abuse and neglect of children in institutions 1979 temple university press this classic text covers

multiple choice test preparation manual department of human - Jun 12 2023

web department of human resources one south van ness avenue 4th floor san francisco ca 94103 415 557 4800 monday friday 8 00am to 5 00pm location directions

santa clara eligibility worker practice exam download only - Nov 05 2022

web santa clara eligibility worker practice exam certified social worker csw apr 18 2021 the certified social worker csw passbook r prepares you for your test by