

**STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS**

**MEMORANDUM**

**TO: SOUTH CAROLINA LICENSEES**

**FROM: N.C. STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS**

**SUBJECT: APPLYING FOR NORTH CAROLINA ELECTRICAL CONTRACTING LICENSE**

Enclosed is the application packet and NC reciprocal business & law examination packet for your use in applying for a North Carolina electrical contracting license pursuant to the North Carolina State Board of Examiners of Electrical Contractors' resolution establishing waiver of examination for eligible South Carolina licensees.

We are also enclosing a booklet containing the laws applicable to electrical contracting in North Carolina and the Board's rules (Title 21 NCAC 18B) for the implementation of the electrical contracting licensing laws in North Carolina.

After carefully studying all of this information, please submit your completed application, together with the additional required information as enumerated on the back of the application form, to: **STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS, 3101 Industrial Drive, Suite 206, Raleigh, NC 27609.**

You are hereby advised that until your firm has obtained a license from this Board, it is unlawful for it to engage or offer to engage in the business of electrical contracting in the State of North Carolina as defined in N.C.G.S. 87-43.

Please let us know if we can assist you in any way.

Enclosures

SC RECIPROACITY

RESOLUTION

EXAMINATION WAIVER WITH SOUTH CAROLINA LICENSING BOARD FOR CONTRACTORS

WHEREAS, N.C.G.S. 87-50 provides enabling authority for the North Carolina STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS to waive the normally required written qualifying examination for eligible license applicants from other states having qualifying requirements equal to those of North Carolina and having similar statutory authority; and

WHEREAS, the North Carolina STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS has determined that the requirements for licensing of electrical contractors in the State of South Carolina by the SOUTH CAROLINA LICENSING BOARD FOR CONTRACTORS is substantially equal to the requirements in the State of North Carolina; and

WHEREAS, the North Carolina STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS has determined that it would be in the best interest of its licensees, licensees of the State of South Carolina, and the public as a whole to provide for the waiver of the normally required written qualifying examination for eligible applicants.

It is, therefore, RESOLVED that:

Section 1. The North Carolina STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS will waive the required written qualifying examination for eligible license applicants applying for a North Carolina electrical contractors license on the basis of the applicant's qualifying agent being certified as having taken and passed the South Carolina Limited, Intermediate or Unlimited qualifying examination and that the license applicant is a currently licensed electrical contractor under the SOUTH CAROLINA LICENSING BOARD FOR CONTRACTORS.

Section 2. Persons licensed under grandfather provisions and persons licensed based on the joint qualification of two or more persons will not qualify for waiver of the required written qualifying examination under this agreement.

Section 3. This agreement applies only to license applicants that are non-residents of the State of North Carolina. Waiver of the required written qualifying examination will not be granted for any person based on a South Carolina examination if it appears that the applicant is attempting to circumvent the requirements of North Carolina law by first becoming licensed in South Carolina, or if the applicant has been the subject of disciplinary action in South Carolina or has committed any act which would be grounds for disciplinary action in this State.

Section 4. This agreement applies only to the waiver of the required written qualifying examination. No person, partnership, firm or corporation shall engage in the business of electrical contracting in North Carolina without a valid license issued by the North Carolina STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS. Persons wishing to obtain a license under this agreement must submit a completed application, required license fee and other supporting documentation satisfactorily verifying that the applicant is in full compliance with all the requirements of the North Carolina STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS.

Section 5. The North Carolina STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS agrees to waive the required written qualifying examination for those persons having individually passed the South Carolina Limited, Intermediate or Unlimited written qualifying examination in accordance with the following schedule:

SOUTH CAROLINA LICENSEE	ELIGIBLE FOR NORTH CAROLINA LICENSE
Limited	Limited or intermediate
Intermediate	Limited, intermediate or unlimited
Unlimited	Limited, intermediate or unlimited
NORTH CAROLINA LICENSEE	ELIGIBLE FOR SOUTH CAROLINA LICENSE
Limited	Not eligible for any license - no S.C. State license required for projects up to \$17,500
Intermediate	Limited or intermediate
Unlimited	Limited, intermediate or unlimited

Section 6. Persons issued a license under this agreement must comply with the statutes and rules of the North Carolina STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS. Disciplinary action may be taken if the license holder violates the licensure requirements, including the statutes and rules of the SOUTH CAROLINA LICENSING BOARD FOR CONTRACTORS, as provided by the South Carolina law.

Section 7. The North Carolina STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS agrees to notify the SOUTH CAROLINA LICENSING BOARD FOR CONTRACTORS of any substantial changes made in its examinations, provided that the SOUTH CAROLINA LICENSING BOARD FOR CONTRACTORS agrees to give like notice to the North Carolina STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS.

Section 8. This resolution supersedes any previous agreements between the North Carolina STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS and the SOUTH CAROLINA LICENSING BOARD FOR CONTRACTORS and becomes effective upon receipt of a similar resolution from the SOUTH CAROLINA LICENSING BOARD FOR CONTRACTORS.

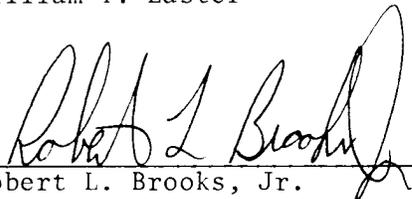
Section 9. Upon its adoption and effective date, the provisions of this resolution shall remain in effect for as long as the SOUTH CAROLINA LICENSING BOARD FOR CONTRACTORS' adopted resolution remains in effect or until ninety (90) days following the date the Board advises the SOUTH CAROLINA LICENSING BOARD FOR CONTRACTORS in writing of its intention to rescind the same.

The foregoing resolution was unanimously adopted by the North Carolina STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS during a duly scheduled meeting held February 24, 1989, to become effective immediately.

ATTESTED:

NORTH CAROLINA STATE BOARD OF  
EXAMINERS OF ELECTRICAL CONTRACTORS

  
\_\_\_\_\_, Chairman  
William T. Easter

  
\_\_\_\_\_, Secretary  
Robert L. Brooks, Jr.

**SOUTH CAROLINA RECIPROCITY**  
**APPLICATION FOR NORTH CAROLINA ELECTRICAL CONTRACTING LICENSE IN THE LIMITED, INTERMEDIATE OR UNLIMITED CLASSIFICATION**

MAIL TO: STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS  
3101 INDUSTRIAL DRIVE, SUITE 206, RALEIGH, NC 27609

TELEPHONE: (919) 733-9042  
FAX: (800) 691-8399

\*\*\*\*\*  
1. CLASSIFICATION OF LICENSE DESIRED (CHECK CLASSIFICATION): **LICENSE FEE MUST BE SUBMITTED WITH APPLICATION**

UNLIMITED \$180.00 FEE                       INTERMEDIATE \$130.00 FEE                       LIMITED \$85.00 FEE

2. LICENSE NAME: \_\_\_\_\_  
(MUST BE EXACT NAME IN WHICH ELECTRICAL CONTRACTING BUSINESS WILL BE CONDUCTED IN NORTH CAROLINA)

MAILING ADDRESS \_\_\_\_\_  
STREET, P.O.BOX OR RURAL ROUTE                      CITY, STATE, ZIP

LOCATION ADDRESS \_\_\_\_\_  
STREET, P.O.BOX OR RURAL ROUTE                      CITY, STATE, ZIP

PHONE NUMBER: BUSINESS (\_\_\_\_\_) \_\_\_\_\_ CELL (\_\_\_\_\_) \_\_\_\_\_

FAX NUMBER: (\_\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

3. INDICATE THE NATURE OF YOUR BUSINESS AND GIVE NAME OF OWNER, PARTNERS, OFFICERS OR MEMBERS BELOW:

SOLE PROPRIETORSHIP     PARTNERSHIP     CORPORATION                       LIMITED LIABILITY COMPANY

4. HOW DO YOU PLAN TO CONDUCT AN ELECTRICAL CONTRACTING BUSINESS?                       FULL-TIME                       PART-TIME

5. NAME, SIGNATURE AND SOCIAL SECURITY NUMBER OF EACH QUALIFIED INDIVIDUAL TO BE ADDED TO LICENSE:

FULL NAME	SIGNATURE	DATE OF BIRTH	SOCIAL SECURITY NUMBER
_____	_____	_____	_____
_____	_____	_____	_____

(IF MORE SPACE IS NEEDED, PLEASE ATTACH SEPARATE SHEET)

**UNDER STATE LAW, AN APPLICANT IS NOT REQUIRED TO INCLUDE A REFERENCE TO OR INFORMATION CONCERNING ANY ARREST, CHARGE OR CONVICTION THAT HAVE BEEN EXPUNGED**

6. HAS THE OWNER, ANY PARTNER, ANY OFFICER, ANY MEMBER, OR ANY QUALIFIED INDIVIDUAL BEEN CONVICTED OF A MISDEMEANOR (EXCLUDING MINOR TRAFFIC VIOLATIONS) DURING THE PAST 3 YEARS?  YES  NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY?  YES  NO

IF YES TO EITHER, EXPLAIN ON REVERSE SIDE OF THIS FORM AND PROVIDE A COPY OF THE COURT JUDGMENT. IF A COPY OF THE COURT JUDGMENT WAS PREVIOUSLY SUBMITTED, INITIAL HERE \_\_\_\_\_ AND DO NOT RE-SUBMIT.

7. I/WE UNDERSTAND AND AGREE TO BE GOVERNED BY THE ELECTRICAL CONTRACTING LAWS AS CONTAINED IN CHAPTER 87, ARTICLE 4, OF THE GENERAL STATUTES OF NORTH CAROLINA, AND BY THE RULES AND REGULATIONS ADOPTED BY THE BOARD FOR THE IMPLEMENTATION OF THESE LAWS IN THE CONDUCTING OF MY/OUR ELECTRICAL CONTRACTING BUSINESS. I/WE AUTHORIZE THE BOARD TO RESEARCH AND VERIFY THE INFORMATION SUBMITTED CONCERNING THIS APPLICATION.

SIGNATURE OF APPLICANT \_\_\_\_\_ TITLE \_\_\_\_\_

8. **METHOD OF PAYMENT:**                       CHECK                       MONEY ORDER                       CREDIT CARD

CARD# \_\_\_\_\_ EXP. DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

NAME ON CARD \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

\*\*\*\*\***(DO NOT WRITE BELOW THIS LINE - FOR BOARD USE ONLY)**\*\*\*\*\*

LICENSE # \_\_\_\_\_ EFFECTIVE DATE \_\_\_\_\_ BATCH/RECEIPT# \_\_\_\_\_

SCREENED (NASCLA DATABANK) \_\_\_\_\_ APPROVAL BY \_\_\_\_\_ DATE \_\_\_\_\_

**IMPORTANT-READ CAREFULLY**  
**REQUIREMENTS FOR NORTH CAROLINA ELECTRICAL CONTRACTING**

Pursuant to the duly adopted resolution establishing waiver of examination between the NORTH CAROLINA STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS and the SOUTH CAROLINA CONTRACTORS' LICENSING BOARD, the North Carolina STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS will issue, without written examination, electrical contracting license in accordance with the following schedule to any applicant who holds an active South Carolina electrical contracting license; provided applicant's South Carolina license was not obtained through any agreement between the South Carolina Board and any other state and provided applicant duly files an application together with the following information required for the classification of license requested:

**SOUTH CAROLINA LICENSEE**

GROUP #2  
GROUP #3  
GROUP #4  
GROUP #5

**ELIGIBLE FOR NORTH CAROLINA LICENSE**

LIMITED  
LIMITED OR INTERMEDIATE  
LIMITED, INTERMEDIATE OR UNLIMITED  
LIMITED, INTERMEDIATE OR UNLIMITED

**ALL APPLICANTS:**

- (1) Age of qualifying agent(s) must be at least eighteen (18) years as certified by date of birth shown on front side of application.
- (2) Written statement from the South Carolina Contractor's Licensing Board certifying that applicant holds a current South Carolina electrical contracting license issued by that Board and that each qualifying agent listed on this application has INDIVIDUALLY taken and passed the South Carolina Board's qualifying examination for an electrical contracting license in either of the classifications referenced above. Applicant should complete the first section of the enclosed SOUTH CAROLINA BOARD FORM and forward it to the South Carolina Contractors' Licensing Board to be completed.
- (3) Written statements from two responsible persons attesting to each qualifying agent's good character (**FORMS ENCLOSED**).
- (4) NC reciprocal Law and Business Examination for each qualified individual to be added to the North Carolina license.
- (5) **CORPORATIONS/LIMITED LIABILITY COMPANIES:** You must be registered with the **NORTH CAROLINA** Secretary of State before the Board can issue a license. Each corporation or limited liability company must obtain a **certificate of authority** from the **NORTH CAROLINA** Secretary of State (919) 807-2225.

**FEES AND ADDITIONAL REQUIREMENTS:**

**LIMITED**

- (1) Check or money order in the amount of **\$85.00** for the annual license fee payable to the North Carolina State Board of Examiners of Electrical Contractors.

**INTERMEDIATE**

- (1) Properly completed statement of bonding ability, together with proper power of attorney from a bonding company licensed to do business in the State of North Carolina, certifying applicant's ability to furnish performance bonds for electrical contracting projects in excess of \$50,000.00 per project (STATEMENT OF BONDING ABILITY FORM enclosed).
- (2) Check or money order in the amount of **\$130.00** for the annual license fee payable to the North Carolina State Board of Examiners of Electrical Contractors.

**UNLIMITED**

- (1) Properly completed statement of bonding ability, together with proper power of attorney from a bonding company licensed to do business in the State of North Carolina, certifying applicant's ability to furnish performance bonds for electrical contracting projects in excess of \$130,000.00 per project (STATEMENT OF BONDING ABILITY FORM enclosed).
- (2) Statements from two responsible persons attesting to each qualifying agent's ability to satisfactorily supervise and direct all electrical contracting business in the UNLIMITED classification (two SUPERVISE AND DIRECT FORMS enclosed).
- (3) Check or money order in the amount of **\$180.00** for the annual license fee payable to the North Carolina State Board of Examiners of Electrical Contractors.

**NOTICE OF PENALTY FOR SUBMITTAL OF BAD CHECK**

Pursuant to Rule .0107 of Title 21, Chapter 18B, of the North Carolina Administrative Code, any person, firm or corporation submitting a check to the Board which is subsequently returned because of insufficient funds or no account in bank will be charged the maximum processing fee allowed by G.S. 25-3-512 for processing such check; and, until the payer has made the check good and paid the prescribed processing fee, the payer will not be eligible to take an examination, review an examination, obtain a license or have a license renewed. Payment to the Board for making good such bad check and for the prescribed processing fee must be in the form of a cashier's check or money order.

**SOUTH CAROLINA BOARD FORM**

TO: APPLICANT FOR NORTH CAROLINA ELECTRICAL CONTRACTING LICENSE PURSUANT TO THE NORTH CAROLINA-SOUTH CAROLINA RECIPROCAL LICENSING AGREEMENT

Please complete **SECTION A** below and then forward this form to the **CONTRACTORS' LICENSING BOARD, SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING AND REGULATION, P. O. Box 11329, Columbia, SC 29211-1329, for completion of SECTION B.**

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**SECTION A** (PLEASE TYPE OR PRINT CLEARLY)

EXACT NAME IN WHICH CURRENT SOUTH CAROLINA STATE ELECTRICAL CONTRACTING LICENSE IS ISSUED:

MAILING ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER: BUSINESS \_\_\_\_\_/\_\_\_\_\_-\_\_\_\_\_ HOME \_\_\_\_\_/\_\_\_\_\_-\_\_\_\_\_ (QUALIFIED AGENT)

CURRENT SOUTH CAROLINA ELECTRICAL CONTRACTING LICENSE # \_\_\_\_\_ CLASSIFICATION \_\_\_\_\_

THE UNDERSIGNED HEREBY AUTHORIZES THE SOUTH CAROLINA CONTRACTORS' LICENSING BOARD TO FURNISH THE NORTH CAROLINA STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS THE INFORMATION REQUESTED BELOW.

\_\_\_\_\_  
SIGNATURE OF APPLICANT TITLE

DATE \_\_\_\_\_

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**SECTION B** (THIS SECTION IS TO BE COMPLETED BY THE SOUTH CAROLINA CONTRACTORS' LICENSING)

**EXACT NAME AND ADDRESS IN WHICH CURRENT SOUTH CAROLINA ELECTRICAL LICENSE IS ISSUED:**

LICENSE ISSUED TO: \_\_\_\_\_

LICENSE # \_\_\_\_\_ CLASSIFICATION(S) \_\_\_\_\_

ORIGINAL LICENSE ISSUE DATE: \_\_\_\_\_ CURRENT EXPIRATION DATE: \_\_\_\_\_

**EXACT NAME AND SOCIAL SECURITY NUMBER** OF EACH PERSON WHO HAS INDIVIDUALLY QUALIFIED FOR SAID SOUTH CAROLINA LICENSE BY HAVING TAKEN AND PASSED THE NORMALLY REQUIRED QUALIFYING EXAMINATION ADMINISTERED BY THE SOUTH CAROLINA BOARD, TOGETHER WITH THE DATE EACH SUCH PERSON PASSED SAID EXAMINATION:

<u>NAME</u>	<u>SOCIAL SECURITY NUMBER</u>	<u>DATE QUALIFIED BY EXAMINATION</u>
_____	_____	_____
_____	_____	_____

WAS THIS LICENSE ISSUED PURSUANT TO ANY AGREEMENT BETWEEN THE SOUTH CAROLINA BOARD AND ANY OTHER STATE?  
YES \_\_\_\_\_ NO \_\_\_\_\_

IS SAID SOUTH CAROLINA LICENSEE UNDER INVESTIGATION BY THE SOUTH CAROLINA CONTRACTORS' LICENSING BOARD FOR ANY IMPROPER CONDUCT OR ACTIVITY AS A LICENSEE? YES \_\_\_\_\_ NO \_\_\_\_\_ IF **YES**, PLEASE STATE PARTICULARS ON OTHER SIDE OF THIS FORM.

\_\_\_\_\_  
SIGNATURE TITLE DATE

\*\*\*\*\*

**THE INFORMATION REQUESTED ABOVE IS STRICTLY OF A CONFIDENTIAL NATURE AND BECOMES THE PROPERTY OF THE NORTH CAROLINA STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS TO BE USED SOLELY IN DETERMINING THE ELIGIBILITY OF THE APPLICANT FOR A NORTH CAROLINA ELECTRICAL CONTRACTING LICENSE PURSUANT TO THE NORTH CAROLINA-SOUTH CAROLINA RECIPROCAL LICENSING AGREEMENT.**

**STATEMENT OF BONDING ABILITY**

The license applicant named below is required to furnish this statement of bonding ability with application to the North Carolina **STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS** for a license to engage or offer to engage in the business of electrical contracting in the State of North Carolina. This form should be completed by applicant's insurance agent or bonding company official.

DATE: \_\_\_\_\_

- 1. IDENTIFICATION OF LICENSE APPLICANT: EXACT NAME IN WHICH NORTH CAROLINA ELECTRICAL CONTRACTING LICENSE IS TO BE ISSUED (**MUST BE EXACT NAME IN WHICH FIRM WILL BE CONDUCTING BUSINESS OF ELECTRICAL CONTRACTING IN NORTH CAROLINA**):

\_\_\_\_\_

MAILING ADDRESS: STREET/P.O. BOX \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

- 2. PLEASE LIST BY AMOUNT ONLY THE THREE LARGEST JOBS FOR WHICH YOUR COMPANY HAS BONDED THIS APPLICANT:  
(a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_

- 3. IS YOUR BONDING RELATIONSHIP WITH THIS APPLICANT SATISFACTORY AT THE PRESENT TIME: YES  NO   
IF **NO**, PLEASE EXPLAIN: \_\_\_\_\_

- 4. WHAT TYPE FINANCIAL STATEMENT DOES YOUR COMPANY REQUIRE FROM THIS APPLICANT?  
(a) \_\_\_\_\_ INDEPENDENT ACCOUNTANT'S CERTIFIED STATEMENT  
(b) \_\_\_\_\_ INDEPENDENT ACCOUNTANT'S UNAUDITED STATEMENT  
(c) \_\_\_\_\_ STATEMENT PREPARED BY ACCOUNTANT

- 5. THE APPLICANT FOR AN **INTERMEDIATE** LICENSE IS REQUIRED TO PROVIDE SATISFACTORY VERIFICATION OF ITS/HIS ABILITY TO FURNISH **PERFORMANCE** BONDS FOR ELECTRICAL CONTRACTING PROJECTS HAVING A VALUE **IN EXCESS OF \$50,000.00**. SUBJECT TO YOUR NORMALLY EXPECTED INDIVIDUAL JOB UNDERWRITING PROCEDURES AND YOUR RIGHT NOT TO EXCEED THIS APPLICANT'S LINE OF BONDING CREDIT, DOES YOUR COMPANY FEEL THAT THIS APPLICANT WOULD BE ELIGIBLE ON THIS DATE FOR A BOND **IN EXCESS OF \$50,000.00**? (NOTE: THIS IS STRICTLY A BONDING ABILITY STATEMENT AS OF THE DATE SHOWN ABOVE AND IN NO WAY COMMITS YOUR COMPANY TO THE ISSUANCE OF A BOND OF ANY TYPE TO THIS APPLICANT.) YES  NO

- 6. IS YOUR COMPANY DULY LICENSED TO TRANSACT BUSINESS IN THE STATE OF NORTH CAROLINA AND IN GOOD STANDING WITH THE NORTH CAROLINA DEPARTMENT OF INSURANCE? YES  NO

THIS STATEMENT MUST BE SIGNED UNDER THE NAME OF THE BONDING COMPANY AND MUST BE SIGNED BY EITHER A COMPANY REPRESENTATIVE OR BY A DULY LICENSED AGENT OF THE COMPANY, AND THE COMPANY REPRESENTATIVE OR THE AGENT MUST **ATTACH POWER OF ATTORNEY** AUTHORIZING HIM/HER TO SIGN FOR THE BONDING COMPANY, **DATED THE SAME DATE AS SHOWN AT THE TOP OF THIS STATEMENT OF BONDING ABILITY**.

NAME OF BONDING COMPANY: \_\_\_\_\_

BY: \_\_\_\_\_ (SEAL)  
Bonding Company Official

BOND AGENT/ATTORNEY IN FACT: \_\_\_\_\_

BONDING COMPANY ADDRESS WHERE COMPANY OFFICIAL IS LOCATED: \_\_\_\_\_

NAME OF INSURANCE AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**STATEMENT OF BONDING ABILITY**

The license applicant named below is required to furnish this statement of bonding ability with application to the North Carolina **STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS** for a license to engage or offer to engage in the business of electrical contracting in the State of North Carolina. This form should be completed by applicant's insurance agent or bonding company official.

DATE: \_\_\_\_\_

1. IDENTIFICATION OF LICENSE APPLICANT: EXACT NAME IN WHICH NORTH CAROLINA ELECTRICAL CONTRACTING LICENSE IS TO BE ISSUED (**MUST BE EXACT NAME IN WHICH FIRM WILL BE CONDUCTING BUSINESS OF ELECTRICAL CONTRACTING IN NORTH CAROLINA**):

\_\_\_\_\_

MAILING ADDRESS: STREET/P.O. BOX \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

2. PLEASE LIST BY AMOUNT ONLY THE THREE LARGEST JOBS FOR WHICH YOUR COMPANY HAS BONDED THIS APPLICANT:

(a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_

3. IS YOUR BONDING RELATIONSHIP WITH THIS APPLICANT SATISFACTORY AT THE PRESENT TIME: YES  NO

IF **NO**, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

4. WHAT TYPE FINANCIAL STATEMENT DOES YOUR COMPANY REQUIRE FROM THIS APPLICANT?

- (a) \_\_\_\_\_ INDEPENDENT ACCOUNTANT'S CERTIFIED STATEMENT
- (b) \_\_\_\_\_ INDEPENDENT ACCOUNTANT'S UNAUDITED STATEMENT
- (c) \_\_\_\_\_ STATEMENT PREPARED BY ACCOUNTANT

5. THE APPLICANT FOR AN **UNLIMITED** LICENSE IS REQUIRED TO PROVIDE SATISFACTORY VERIFICATION OF ITS/HIS ABILITY TO FURNISH **PERFORMANCE BONDS** FOR ELECTRICAL CONTRACTING PROJECTS HAVING A VALUE **IN EXCESS OF \$130,000.00**. SUBJECT TO YOUR NORMALLY EXPECTED INDIVIDUAL JOB UNDERWRITING PROCEDURES AND YOUR RIGHT NOT TO EXCEED THIS APPLICANT'S LINE OF BONDING CREDIT, DOES YOUR COMPANY FEEL THAT THIS APPLICANT WOULD BE ELIGIBLE ON THIS DATE FOR A BOND **IN EXCESS OF \$130,000.00**? (NOTE: THIS IS STRICTLY A BONDING ABILITY STATEMENT AS OF THE DATE SHOWN ABOVE AND IN NO WAY COMMITS YOUR COMPANY TO THE ISSUANCE OF A BOND OF ANY TYPE TO THIS APPLICANT.) YES  NO

6. IS YOUR COMPANY DULY LICENSED TO TRANSACT BUSINESS IN THE STATE OF NORTH CAROLINA AND IN GOOD STANDING WITH THE NORTH CAROLINA DEPARTMENT OF INSURANCE? YES  NO

THIS STATEMENT MUST BE SIGNED UNDER THE NAME OF THE BONDING COMPANY AND MUST BE SIGNED BY EITHER A COMPANY REPRESENTATIVE OR BY A DULY LICENSED AGENT OF THE COMPANY, AND THE COMPANY REPRESENTATIVE OR THE AGENT MUST **ATTACH POWER OF ATTORNEY** AUTHORIZING HIM/HER TO SIGN FOR THE BONDING COMPANY, **DATED THE SAME DATE AS SHOWN AT THE TOP OF THIS STATEMENT OF BONDING ABILITY**.

NAME OF BONDING COMPANY: \_\_\_\_\_

BY: \_\_\_\_\_ (SEAL)  
Bonding Company Official

BOND AGENT/ATTORNEY IN FACT: \_\_\_\_\_

BONDING COMPANY ADDRESS WHERE COMPANY OFFICIAL IS LOCATED: \_\_\_\_\_

NAME OF INSURANCE AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CHARACTER FORM

TO: APPLICANTS FOR NORTH CAROLINA ELECTRICAL CONTRACTING LICENSE PURSUANT TO THE BOARD'S RESOLUTION ESTABLISHING WAIVER OF EXAMINATION FOR ELIGIBLE SOUTH CAROLINA LICENSEES

Please have this form completed by the employer, an employer representative or any other responsible person who has knowledge of the qualified agent's good character, and return it with your license application.

**NOTE:**      **The qualified agent is not permitted to attest to his own good character.**

This is to certify that I have known \_\_\_\_\_ for approximately \_\_\_\_\_ years and that in my opinion he is of good character.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SIGNED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: AREA CODE \_\_\_\_\_/\_\_\_\_\_

CHARACTER FORM

TO: APPLICANTS FOR NORTH CAROLINA ELECTRICAL CONTRACTING LICENSE PURSUANT TO THE BOARD'S RESOLUTION ESTABLISHING WAIVER OF EXAMINATION FOR ELIGIBLE SOUTH CAROLINA LICENSEES

Please have this form completed by the employer, an employer representative or any other responsible person who has knowledge of the qualified agent's good character, and return it with your license application.

**NOTE:**        **The qualified agent is not permitted to attest to his own good character.**

This is to certify that I have known \_\_\_\_\_ for approximately \_\_\_\_\_ years and that in my opinion he is of good character.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SIGNED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: AREA CODE \_\_\_\_\_/\_\_\_\_\_

SUPERVISE AND DIRECT FORM

TO: APPLICANT FOR NORTH CAROLINA ELECTRICAL CONTRACTING LICENSE PURSUANT TO THE BOARD'S RESOLUTION ESTABLISHING WAIVER OF EXAMINATION FOR ELIGIBLE SOUTH CAROLINA LICENSEES

Please have this form completed by the employer, an employer representative or any other responsible person who has knowledge of the qualified agent's ability, and return it with your license application.

**NOTE: The qualified agent is not permitted to attest to his own ability.**

This is to certify that I have known \_\_\_\_\_ for approximately \_\_\_\_\_ years; that I am knowledgeable of his electrical experience; and that in my opinion he does have the ability to satisfactorily **supervise and direct** all electrical wiring or electrical installation work done by an electrical contracting business in the **UNLIMITED** classification.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SIGNED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE #: \_\_\_\_\_/\_\_\_\_\_-\_\_\_\_\_

SUPERVISE AND DIRECT FORM

TO: APPLICANT FOR NORTH CAROLINA ELECTRICAL CONTRACTING LICENSE PURSUANT TO THE BOARD'S RESOLUTION ESTABLISHING WAIVER OF EXAMINATION FOR ELIGIBLE SOUTH CAROLINA LICENSEES

Please have this form completed by the employer, an employer representative or any other responsible person who has knowledge of the qualified agent's ability, and return it with your license application.

**NOTE: The qualified agent is not permitted to attest to his own ability.**

This is to certify that I have known \_\_\_\_\_ for approximately \_\_\_\_\_ years; that I am knowledgeable of his electrical experience; and that in my opinion he does have the ability to satisfactorily **supervise and direct** all electrical wiring or electrical installation work done by an electrical contracting business in the **UNLIMITED** classification.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SIGNED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_



## MEMORANDUM

TO: LICENSE APPLICANT

FROM: NC STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS

RE: QUALIFYING EXAMINATION  
NORTH CAROLINA LAWS, RULES & BUSINESS PRACTICES

All applicants are required to pass an examination on laws, rules and business practices applicable to Electrical Contracting in North Carolina. Applicants taking the North Carolina examination have laws, rules and business practice questions on the regular qualifying examination. Applicants, who are applying for a license under a technical examination waiver agreement, must pass the attached examination. A laws and rules booklet is contained in this application packet. The business practice questions are developed from the NASCLA Business and Project Management for Contractors – North Carolina Electrical Contractors' Edition.

Attached is a 25 question, open book examination to be completed by the qualifying party who has passed the technical examination as certified by the state licensing board and listed on the North Carolina license application form. The minimum passing grade is 75 and each question is worth four points. The qualifying party without assistance must complete the examination.

Return the completed examination and this certification sheet to this office as soon as possible. Upon a passing grade, an electrical contractor license will be issued provided all other requirements have been met.

This examination cannot be reproduced or copied.

I hereby certify that I completed the North Carolina laws, rules and business practices examination without any help or assistance and that no part of the examination was reproduced or copied. I understand that any misrepresentation or omission of facts may result in disqualification or denial of licensure.

\_\_\_\_\_  
Signature of Qualifying Party

\_\_\_\_\_  
Date Exam Completed

\_\_\_\_\_  
(Witness) Signature of Owner, Partner,  
Officer or Other Third Party in the Firm or  
Governmental Code Enforcement Official

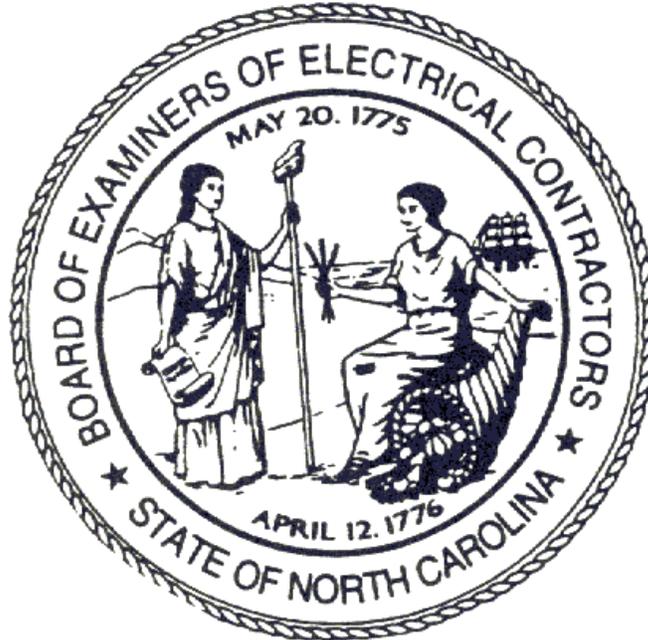
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Date

**NORTH CAROLINA**

**QUALIFYING EXAMINATION**

**LAWS, RULES & BUSINESS PRACTICES**

READ INSTRUCTIONS LOCATED ON BACK OF THIS COVER



**NORTH CAROLINA STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS**  
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**NORTH CAROLINA**  
**QUALIFYING EXAMINATION**  
**LAWS, RULES & BUSINESS PRACTICES**

**INSTRUCTIONS:**

This examination consists of twenty-five (25) questions. Each question has a four (4) point value and your total score on this examination will be equal to four (4) times the total number of questions you answer correctly.

Following each question are four choices labeled A, B, C and D. Select the choice that you believe best answers each question or incomplete statement. None of the choices may be absolutely or totally correct; but one choice is better than any of the others. That is the one you should choose.

Your selection of answers to the questions on this examination shall be identified by placing a check mark (✓) on the blank line immediately after the answer you have chosen. Check only one answer per question. If two or more answers are checked for one question, that question will be scored as incorrect.

Recommended allotted time of one (1) hour should enable you to answer all twenty-five (25) questions.

1. Which of the following is exempted from the North Carolina Electrical Contracting Licensing Law?
  - (A) Servicing cord-connected type appliances. \_\_\_\_\_
  - (B) Residential electrical projects having a value under \$25,000. \_\_\_\_\_
  - (C) Electrical projects engaged in by a non-resident electrical contractor. \_\_\_\_\_
  - (D) Wiring beyond the point of delivery of electric service to the customer. \_\_\_\_\_
  
2. Which of the following elements is not needed to form a binding contract?
  - (A) Offer \_\_\_\_\_
  - (B) Acceptance \_\_\_\_\_
  - (C) Consideration \_\_\_\_\_
  - (D) Written document \_\_\_\_\_
  
3. Which one of the following items would not be included in your depreciation schedule?
  - (A) Land \_\_\_\_\_
  - (B) Copier \_\_\_\_\_
  - (C) Backhoe \_\_\_\_\_
  - (D) Office Building \_\_\_\_\_
  
4. Which one of the following representatives of an electrical contracting firm is required to have the duty and authority to supervise and direct all electrical wiring or electrical work performed by that firm?
  - (A) The firm's owner. \_\_\_\_\_
  - (B) The firm's design engineer. \_\_\_\_\_
  - (C) The firm's general foreman. \_\_\_\_\_
  - (D) The firm's listed qualified individual. \_\_\_\_\_
  
5. Which of the following may be engaged in by a firm holding a North Carolina Electrical Contracting License in the limited classification?
  - (A) Any electrical project having a value of not more than \$50,000. \_\_\_\_\_
  - (B) A residential electrical project having a value of not more than \$45,500. \_\_\_\_\_
  - (C) A commercial electrical project having a value of not more than \$50,000. \_\_\_\_\_
  - (D) An electrical project having a value of \$40,000 or less and 600 volts or less. \_\_\_\_\_

6. Which one of the following business types allows a creditor to seize your personal property to satisfy an unpaid debt?
- (A) CO-OP\_\_\_\_\_
  - (B) Corporation\_\_\_\_\_
  - (C) S Corporation\_\_\_\_\_
  - (D) Sole Proprietorship\_\_\_\_\_
7. Which one of the following types of insurance protects you, as a business owner, when one of your employees damages a computer when plugging it into a receptacle that the employee wired?
- (A) Property Insurance\_\_\_\_\_
  - (B) Automobile Insurance\_\_\_\_\_
  - (C) Workers' Compensation Insurance\_\_\_\_\_
  - (D) Comprehensive General Liability Insurance\_\_\_\_\_
8. Which type of bond will ensure that you will honor the bid price you submitted on bid day?
- (A) Bid Bond\_\_\_\_\_
  - (B) Performance \_\_\_\_\_
  - (C) Contract Bond\_\_\_\_\_
  - (D) Payment Bond\_\_\_\_\_
9. Which one of the following items would not be considered project overhead?
- (A) Permit fees\_\_\_\_\_
  - (B) Tool Rental\_\_\_\_\_
  - (C) Company insurance\_\_\_\_\_
  - (D) Storage trailer rental\_\_\_\_\_
10. Which method of estimating is the most accurate?
- (A) The Guesstimate\_\_\_\_\_
  - (B) The Unit Price Method\_\_\_\_\_
  - (C) The Square Foot Method\_\_\_\_\_
  - (D) The Detailed Survey Method\_\_\_\_\_

11. What is the maximum number of employees that you can have and still be exempt from reporting a work related accident on the OSHA 200 Log?
- (A) 10 employees\_\_\_\_\_
  - (B) 12 employees\_\_\_\_\_
  - (C) 24 employees\_\_\_\_\_
  - (D) 50 employees\_\_\_\_\_
12. What is the minimum number of years that the OSHA 200 forms must be retained by the employer?
- (A) 2 years\_\_\_\_\_
  - (B) 3 years\_\_\_\_\_
  - (C) 5 years\_\_\_\_\_
  - (D) 10 years\_\_\_\_\_
13. When an OSHA inspector issues a citation and assess' a penalty due to an employee committing a safety violation, who is responsible for paying the penalty?
- (A) The employer\_\_\_\_\_
  - (B) The customer\_\_\_\_\_
  - (C) The employee\_\_\_\_\_
  - (D) The insurance company\_\_\_\_\_
14. What is the minimum number of days that an OSHA citation must be posted on the job, near the location where the violation occurred?
- (A) 1 day\_\_\_\_\_
  - (B) 3 days\_\_\_\_\_
  - (C) 10 days\_\_\_\_\_
  - (D) 30 days\_\_\_\_\_
15. The Fair Labor Standards Act governs the payment of overtime to all "non-exempt" employees. Which one of the following types of employees would be exempt from overtime pay?
- (A) Electrician\_\_\_\_\_
  - (B) Job Foreman\_\_\_\_\_
  - (C) Office Manager\_\_\_\_\_
  - (D) Warehouse Personnel\_\_\_\_\_

16. Which one of the following types of electrical installations can be performed without an electrical permit?
- (A) Wiring a room addition. \_\_\_\_\_
  - (B) Repairing a cord and plug appliance. \_\_\_\_\_
  - (C) Wiring a central air conditioning unit. \_\_\_\_\_
  - (D) Upgrading an electrical service from 100 amps to 200 amps. \_\_\_\_\_
17. All electrical material, devices, appliances, and equipment bought, sold, or traded in North Carolina must meet which one of the following standards?
- (A) Governor's approval. \_\_\_\_\_
  - (B) Local Inspectors approval. \_\_\_\_\_
  - (C) Good Housekeeping Seal of Approval. \_\_\_\_\_
  - (D) Shall be evaluated for safety and suitability for intended use. \_\_\_\_\_
18. The value of a single-family detached residential dwelling electrical contracting project is \$46,500. Which of the following statements is/are correct?
- I. An electrical contractor holding an active limited license shall be permitted to engage in this project.
  - II. An electrical contractor holding an active intermediate license shall be permitted to engage in this project.
- (A) I only \_\_\_\_\_
  - (B) II only \_\_\_\_\_
  - (C) Both I and II \_\_\_\_\_
  - (D) Neither I nor II \_\_\_\_\_
19. Which of the following statements about the North Carolina electrical contracting licensing law is/are correct?
- I. Each license issued shall expire on December 30 following the date of issuance.
  - II. A listed qualified individual must be regularly on active duty to supervise and direct work performed under the license on which the qualified individual is listed.
- (A) I only \_\_\_\_\_
  - (B) II only \_\_\_\_\_
  - (C) Both I and II \_\_\_\_\_
  - (D) Neither I nor II \_\_\_\_\_

20. Which of the following statements about the North Carolina electrical contracting licensing law is/are correct?

- I. An owner of property which is not for rent, lease or sale can do electrical work upon such property without a license.
- II. The licensee shall report in writing to the Board within thirty (30) days any additions to or loss of the employment of listed qualified individuals.

- (A) I only \_\_\_\_\_
- (B) II only \_\_\_\_\_
- (C) Both I and II \_\_\_\_\_
- (D) Neither I nor II \_\_\_\_\_

21. Which of the following statements about the North Carolina electrical contracting licensing law is/are correct?

- I. A separate license certificate shall not be required for a separate place of business in the case where an electrical contracting firm is conducting its business from more than one place.
- II. Electrical work done by a bona fide employee of a licensee shall be performed under the supervision and direction of a listed qualified individual who is the employing licensee or under the supervision and direction of a listed qualified individual regularly employed by the employing licensee.

- (A) I only \_\_\_\_\_
- (B) II only \_\_\_\_\_
- (C) Both I and II \_\_\_\_\_
- (D) Neither I nor II \_\_\_\_\_

22. Which of the following statements about the North Carolina electrical contracting licensing law is/are correct?

- I. All licensees shall notify the Board in writing within thirty (30) days of any change in location or mailing address and telephone number.
- II. A "qualified individual" is an individual who is qualified in a specific license classification as a result of having taken and passed the qualifying examination for such classification.

- (A) I only \_\_\_\_\_
- (B) II only \_\_\_\_\_
- (C) Both I and II \_\_\_\_\_
- (D) Neither I nor II \_\_\_\_\_

23. Which of the following statements about the North Carolina electrical contracting licensing law is/are correct?

- I. The Board may assess a civil penalty of not more than one thousand dollars (\$1,000.00) against a licensee or a qualified individual who has engaged in an activity prohibited under North Carolina General Statute 87-47(a1).
- II. In any case in which the Board is entitled to convene a hearing to consider imposing a penalty, the Board may accept an offer in compromise of the charge, whereby the accused shall pay the Board a penalty of not more than fifteen hundred (\$1,500.00) dollars.

- (A) I only \_\_\_\_\_
- (B) II only \_\_\_\_\_
- (C) Both I and II \_\_\_\_\_
- (D) Neither I nor II \_\_\_\_\_

24. Which of the statements about the North Carolina electrical contracting licensing law is/are correct?

- I. If an electrical contracting project is subdivided into two or more contracts, an electrical contractor cannot perform all of the contracts unless his license classification allows him to engage in a project of the total value of all of the contracts.
- II. In determining the value of an electrical contracting project, the total known or reasonable estimated costs of all electrical wiring materials, equipment, fixtures, devices, and installation must be included in arriving at this value, regardless of who furnishes all or part of same, and regardless of the form or type of contract or subcontract involved.

- (A) I only \_\_\_\_\_
- (B) II only \_\_\_\_\_
- (C) Both I and II \_\_\_\_\_
- (D) Neither I nor II \_\_\_\_\_

25. Which of the following statements about the North Carolina electrical contracting licensing laws is/are correct?

- I. A separate license is required for each electrical contracting place of business.
- II. A licensee may assign or transfer his license to others only after the inspector having jurisdiction has been notified.

- (A) I only \_\_\_\_\_
- (B) II only \_\_\_\_\_
- (C) Both I and II \_\_\_\_\_
- (D) Neither I nor II \_\_\_\_\_

**UPON COMPLETION OF YOUR EXAMINATION, PLEASE ASSURE THAT CERTIFICATION SIGNATURES ARE PLACED ON THE COVER MEMORANDUM AND THEN RETURN THIS ENTIRE PACKET ALONG WITH YOUR LICENSE APPLICATION PACKET TO:**

NC STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS  
3101 INDUSTRIAL DRIVE, SUITE 206  
RALEIGH, NC 27609