

**STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS**

**MEMORANDUM**

**TO: VIRGINIA LICENSEES**

**FROM: NORTH CAROLINA 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 Virginia licensees.

We are also enclosing a copy of the Board's official agreement and 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

AGREEMENT  
ESTABLISHING WAIVER OF EXAMINATION FOR ELIGIBLE LICENSEES

Pursuant to statutory authority vested in each State, the Virginia Board for Contractors and the North Carolina State Board of Examiners of Electrical Contractors do hereby enter into the following agreement:

1. The Virginia Board for Contractors agrees to waive the normally required, master tradesman written examination and issue a Virginia electrical contractor's license in the Class A or Class B classification to any applicant provided:
  - (a) The applicant holds an active electrical contracting license issued by the North Carolina State Board of Examiners of Electrical Contractors in the Intermediate or Unlimited classification; and
  - (b) The applicant did not obtain a North Carolina license through any agreement between the North Carolina State Board of Examiners of Electrical Contractors and any other state; and
  - (c) The applicant's "designated employee" has taken and passed the "Virginia Section" of the Virginia contractor licensing examination on business and law; and
  - (d) The applicant meets all other requirements of the Virginia Board for Contractors for the issuance of an electrical contracting license in the Class A or Class B classification.
  
2. The North Carolina State Board of Examiners of Electrical Contractors agrees to waive the normally required written examination and issue a North Carolina electrical contractor's license in the Unlimited classification to any applicant provided:
  - (a) The applicant holds an active electrical contracting license issued by the Virginia Board for Contractors in the Class A classification; and
  - (b) The applicant did not obtain a Virginia license through any agreement between the Virginia Board for Contractors and any other state; and
  - (c) The applicant's qualified individual has taken and passed the North Carolina reciprocal business and law examination; and
  - (d) The applicant meets all other requirements of the North Carolina State Board of Examiners of Electrical Contractors for a license in the Unlimited classification.
  
3. The North Carolina State Board of Examiners of Electrical Contractors agrees to waive the normally required written examination and issue a North Carolina electrical contractor's license in the Limited or Intermediate classification to any applicant provided:
  - (a) The applicant holds an active electrical contracting license issued by the Virginia Board for Contractors in the Class B classification; and
  - (b) The applicant did not obtain a Virginia license through any agreement between the Virginia Board for Contractors and any other state; and

c) The applicant's "qualified individual" has taken and passed the North Carolina reciprocal business and law examination; and

(d) The applicant meets all other requirements of the North Carolina State Board of Examiners of Electrical Contractors for a license in the Limited or Intermediate classification.

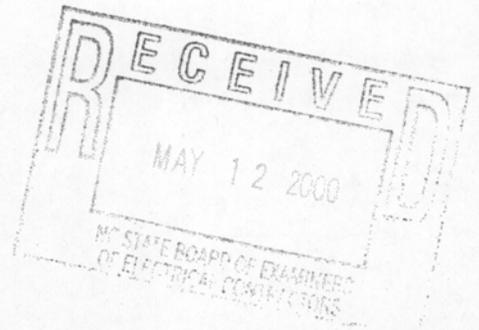
4. The provisions of this reciprocal licensing agreement shall be come effective April 1, 2000, and shall remain in effect until such time as either the Virginia Board for Contractors or the North Carolina State Board of Examiners of Electrical Contractors advises the other state agency through written notice of its intention to terminate the same. Such written notice must be filed with the other state agency at least ninety days prior to the date the respective state agency intends to terminate this agreement.

The foregoing agreement was adopted by the North Carolina State Board of Examiners of Electrical Contractors during a duly scheduled meeting held December 9, 1999; and was adopted by the Virginia Board for Contractors during a duly scheduled meeting held MARCH 15, 2000.

ATTESTED:

VIRGINIA BOARD FOR CONTRACTORS

James E. Morris II, Chairman  
[Signature], Secretary



ATTESTED:

NORTH CAROLINA STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS

Julian R. Burns, Chairman  
[Signature], Secretary

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

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 \_\_\_\_\_  
PHYSICAL LOCATION      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 \_\_\_\_\_ SIGNATURE \_\_\_\_\_

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**  
**LICENSE**

Pursuant to the duly adopted reciprocal licensing agreement establishing waiver of examination between the NORTH CAROLINA STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS and the VIRGINIA BOARD FOR CONTRACTORS, 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 Virginia electrical contracting license; provided applicant's Virginia license was not obtained through any agreement between the Virginia Board and any other state and provided applicant duly files an application together with the following information required for the classification of license requested:

**VIRGINIA LICENSEE**

CLASS B  
CLASS A

**ELIGIBLE FOR NORTH CAROLINA LICENSE**

LIMITED OR INTERMEDIATE  
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 Virginia Contractors Board certifying that applicant holds a current Virginia electrical contracting license issued by that Board and that each qualifying agent listed on this application has INDIVIDUALLY taken and passed the Virginia 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 VIRGINIA BOARD FORM and forward it to the Virginia Contractors 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 payor has made the check good and paid the prescribed processing fee, the payor 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.



**CERTIFICATION REQUEST FORM**  
**Fee \$35.00 per request**  
 \$5.00 per additional copy

The charge for a Certification of Regulant Status is \$35.00. Additional original copies of the same Certification of Regulant Status may be requested at the same time as the original request at a charge of \$5.00 per copy.

Payment can be made by credit card, check or money order payable to the **TREASURER OF VIRGINIA**.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Appraiser (R.E.)                  | <input type="checkbox"/> Elevator Mechanic                 | <input type="checkbox"/> Polygraph Examiner                  |
| <input type="checkbox"/> Architect                         | <input type="checkbox"/> Engineer                          | <input type="checkbox"/> Real Estate                         |
| <input type="checkbox"/> Asbestos                          | <input type="checkbox"/> Esthetician                       | <input type="checkbox"/> Residential Building Energy Analyst |
| <input type="checkbox"/> Auctioneer                        | <input type="checkbox"/> Geologist                         | <input type="checkbox"/> Soil Scientist                      |
| <input type="checkbox"/> Backflow Prevention Device Worker | <input type="checkbox"/> Hearing Aid Specialist            | <input type="checkbox"/> Surveyor Photogrammetrist           |
| <input type="checkbox"/> Barber                            | <input type="checkbox"/> Home Inspector                    | <input type="checkbox"/> Tattooer                            |
| <input type="checkbox"/> Body Piercer                      | <input type="checkbox"/> Interior Designer                 | <input type="checkbox"/> Waste Management Facility Operator  |
| <input type="checkbox"/> Boxer                             | <input type="checkbox"/> Land Surveyor                     | <input type="checkbox"/> Waterwell System Provider           |
| <input type="checkbox"/> Branch Pilot                      | <input type="checkbox"/> Landscape Architect               | <input type="checkbox"/> Wastewater Works Operator           |
| <input type="checkbox"/> CIC Association                   | <input type="checkbox"/> Lead Abatement                    | <input type="checkbox"/> Waterworks Operator                 |
| <input type="checkbox"/> CIC Manager                       | <input type="checkbox"/> Martial Arts                      | <input type="checkbox"/> Wax Technician                      |
| <input type="checkbox"/> Contractor                        | <input type="checkbox"/> Nail Technician                   | <input type="checkbox"/> Wetland Delineator                  |
| <input type="checkbox"/> Contractor - Tradesman            | <input type="checkbox"/> Optician                          | <input type="checkbox"/> Wrestling                           |
| <input type="checkbox"/> Cosmetology                       | <input type="checkbox"/> Onsite Sewage System Professional |  |

1. How many additional copies (@ \$5 per copy) are you requesting? \_\_\_\_\_ + \$35.00 = Total amount due: \$35.00

2. Are you providing a form? Yes  No\*  \* If no, the certification will be prepared on a DPOR form.

3. Legal Name \_\_\_\_\_  
 Last First Middle Generation  
 Prior Name \_\_\_\_\_  
 Last First Middle Generation

4. Professional Name (if applicable) \_\_\_\_\_  
 Enter any professional name used along with the legal name entered above.

5. Provide one of the following identification numbers.  
 Social Security Number or  Virginia DMV Control Number\*  -  -   
 \* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

6. Mailing Address\* \_\_\_\_\_  
 (Certification will be mailed to this address)  
 City State Zip Code

\* If you are licensed/certified by the Board for Barbers & Cosmetology, an official certification will be mailed only to a regulatory entity or agency.

7. Email Address \_\_\_\_\_ 8. Contact Numbers \_\_\_\_\_  
 (Only to be used for communication with the Board staff in regards to your request.) Primary Telephone

9. Virginia License Number:   
 Name as it appears on License: \_\_\_\_\_

10. Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Click here if providing additional information regarding your request and enter info on next page or attach a separate page.

OFFICE USE ONLY	DATE	FEE	TRANS CODE 9003	ENTITY #	FILE #/LICENSE #	ISSUE DATE
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**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 RECIPROCAL LICENSING AGREEMENT ESTABLISHING WAIVER OF EXAMINATION FOR ELIGIBLE VIRGINIA 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 RECIPROCAL LICENSING AGREEMENT ESTABLISHING WAIVER OF EXAMINATION FOR ELIGIBLE VIRGINIA 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 RECIPROCAL LICENSING AGREEMENT ESTABLISHING WAIVER OF EXAMINATION FOR ELIGIBLE VIRGINIA 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: \_\_\_\_\_

\_\_\_\_\_

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

SUPERVISE AND DIRECT FORM

TO: APPLICANT FOR NORTH CAROLINA ELECTRICAL CONTRACTING LICENSE PURSUANT TO THE BOARD'S RECIPROCAL LICENSING AGREEMENT ESTABLISHING WAIVER OF EXAMINATION FOR ELIGIBLE VIRGINIA 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: \_\_\_\_\_

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



**N. C. STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS**  
3101 Industrial Drive, Suite 206, Raleigh, NC 27609

## 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

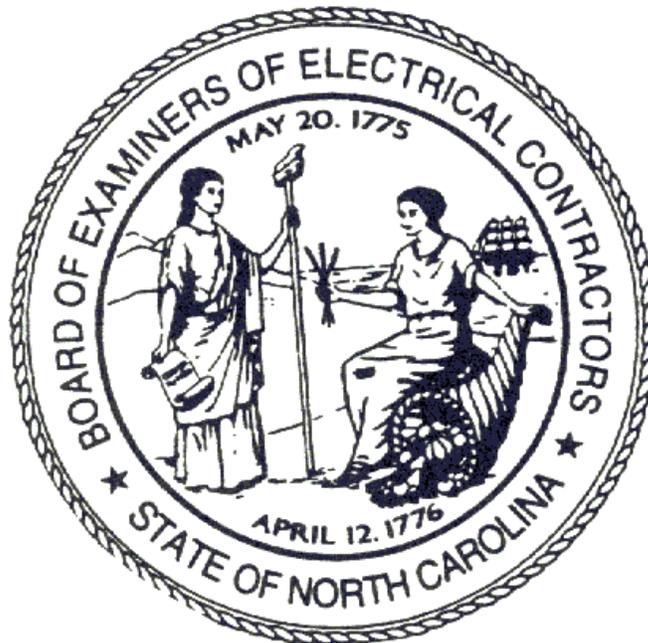
\_\_\_\_\_  
Date

**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**  
**ALL RIGHTS RESERVED**

**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 \$40,500. \_\_\_\_\_
  - (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