



ADD / DROP QUALIFIED INDIVIDUAL

NORTH CAROLINA STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS

Phone: (919) 733-9042 Email: Office@ncbeec.org Web: www.ncbeec.org

FORM SUBMITTAL:

Mail: NCBEEC, 505 N. Greenfield Pkwy.
Suite 100, Garner, NC 27529

Email: Office@ncbeec.org

Fax: (800) 691-8399

Use this form to add or remove qualified individuals from a license.

YOU CANNOT CHANGE THE COMPANY NAME ON A LICENSE USING THIS FORM. YOU CANNOT CHANGE THE LICENSE HOLDER FOR A COMPANY USING THIS FORM. To change the company name or to move a company to another license (list under a new qualified individuals' license), you must complete the appropriate License Application available on our Forms & Documents page.

Adding Qualifiers: Each qualified individual (qualifier) to be added to the license must have taken and passed an examination with this Board or must have already been issued a qualification by this Board. The qualifier's classification and the classification of the license they're being added to MUST be the same for the qualifier to be added. The qualifier's full name, signature, date of birth, and social security number MUST be provided where indicated below.

Removing Qualifiers: Removing a license holder (primary qualified individual to whom the electrical license belongs) will make BOTH the company and the license (and all branch licenses, if applicable) INACTIVE and unable to perform electrical work in North Carolina. All companies must be listed on an active license to perform electrical work, and all licenses must have a company listed under it to remain active and perform electrical work.

1. **CURRENT LICENSE NUMBER:** _____

2. **BUSINESS/FIRM NAME:** _____

3. A) **ADD QUALIFIED INDIVIDUAL(S):**

Provide the full name, signature, date of birth, social security number, and effective date of the addition for each qualifier to be added to the license.

<i>Full Name</i>	<i>Signature</i>	<i>DOB</i>	<i>SSN</i>	<i>Eff. Date</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

B) **REMOVE QUALIFIED INDIVIDUAL(S):**

Provide the full name, signature, date of birth, social security number, and effective date of the removal for each qualifier to be removed from the license.

<i>Full Name</i>	<i>Signature</i>	<i>DOB</i>	<i>SSN</i>	<i>Eff. Date</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(BOARD USE ONLY)

LICENSE # _____ BY _____ EFFECTIVE _____

4. **EMPLOYEE MISCLASSIFICATION:** I certify that I have read the *Public Notice Statement* regarding Employee Misclassification included with this form and that I understand it.

☐ I HAVE NOT been investigated for Employee Misclassification.

☐ I HAVE been investigated for Employee Misclassification and will supply the results of the investigation to the Board within 30 days.

5. **LAWS AND RULES COURSE REQUIREMENTS:** Have all qualified individuals to be added to the license read the notice concerning 21 NCAC 18B .1101(A) titled Notice: *Continuing Education Requirement* included with this form?

☐ Yes

☐ No

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

A) Has the Qualified Individual been convicted of a **misdemeanor** in the past 3 years (excluding minor traffic violations)?

☐ Yes

☐ No

B) Has the Qualified Individual ever been convicted of a **felony**?

☐ Yes

☐ No

If you answered "Yes" to either question above, attach a written explanation and provide a copy of all court documents.

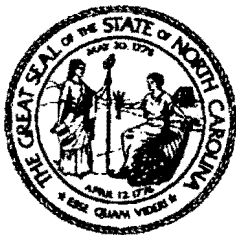
If you have already submitted copies of court documents, **initial here** _____ and DO NOT resubmit.

7. **AGREEMENT / AUTHORIZATION:** All parties listed on this form 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 contained in Title 21, Chapter 18B, of the North Carolina Administrative Code in the conducting of the electrical contracting business. Furthermore, all parties authorize the Board to research and verify the information submitted on this form.

APPLICANT SIGNATURE: _____ **TITLE:** _____
(License Holder/Authorized Signatory)

PLEASE ALLOW 7 - 10 BUSINESS DAYS FOR PROCESSING

Mike Causey, Commissioner of Insurance
Charlton L. Allen, Chairman
Yolanda K. Stith, Vice-Chairman



Philip A. Baddour, III, Commissioner
Linda Cheatham, Commissioner
Christopher C. Loutit, Commissioner
Tammy R. Nance, Commissioner

North Carolina Industrial Commission

Public Notice Statement

required by N.C. Gen. Stat. § 143-764(a)(5), effective December 31, 2017

Any worker who is defined as an employee by N.C. Gen. Stat. §§ 95-25.2(4)(NC Department Of Labor), 143-762(a)(3)(Employee Fair Classification Act), 96-1(b)(10)(Employment Security Act), 97-2(2)(Workers' Compensation Act), or 105-163.1(4)(Withholding; Estimated Income Tax for Individuals) shall be treated as an employee unless the individual is an independent contractor. Any employee who believes that the employee has been misclassified as an independent contractor by the employee's employer may report the suspected misclassification to the Employee Classification Section within the North Carolina Industrial Commission.

Employee Classification Section
North Carolina Industrial Commission
1233 Mail Service Center
Raleigh, NC 27699-1233
Telephone: (919) 807-2582
Fax: (919) 715-0282
Email: emp.classification@ic.nc.gov

Employee misclassification is defined as avoiding tax liabilities and other obligations imposed by Chapter 95, 96, 97, 105, or 143 of the North Carolina General Statutes by misclassifying an employee as an independent contractor. [N.C. Gen. Stat. § 143-762(5)]

**NORTH CAROLINA STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS**

505 N. Greenfield Pkwy, Suite 100, Garner, NC 27529

Phone: (919) 733-9042 Fax: 800-691-8399 Email: office@ncbeec.org

NOTICE: Continuing Education Requirement**Effective 01/01/2025**

If you're a newly listed qualified individual, meaning you're being added to a license for the first time after 01/01/2025, you must complete a free 4-hour Laws and Rules class conducted by the Board within 12 months. All class dates are listed on the Board website at www.ncbeec.org/laws-rules/classes. See full excerpt of Board rule below.

SECTION .1100 - CONTINUING EDUCATION**21 NCAC 18B .1101 CONTINUING EDUCATION REQUIREMENTS: LISTED QUALIFIED INDIVIDUALS**

Upon becoming a qualified individual, as defined in G.S. 87-41.1, all qualifiers shall complete a free, four-hour Laws and Rules Course conducted by Board staff within 12 months after becoming a qualified individual or 90 days prior to becoming a qualified individual. Completion of the Laws and Rules Course pursuant to this requirement, shall satisfy 4 of the required contact hours of continuing education for the initial renewal of the individual's qualification.
