

APPLICATION FOR LICENSE BY RECIPROCITY: LA, TN & VA

IMPORTANT-READ CAREFULLY

1. Submit a completed application to the Board on the forms provided by the Board for the license classification involved including the applicable license fee listed on the application
2. Each qualified individual listed on the application must have taken and passed a qualifying examination with one of these approved states: Louisiana, Tennessee or Virginia
3. Verification of license and examination from the approved licensing board. *Copies of licenses and/or examination scores will not be accepted.*
4. Each qualified individual must take and pass the Reciprocal Laws, Rules and Business test included with this application.
5. **VA applicants** must use the VADPOR form to provide verification of a current Class A or Class B electrical contracting license AND verification that the qualified individual took and passed the Master Tradesman test.
6. **Out of State Corporations/Limited Liability Companies:** The Board shall not issue a license for a foreign corporation nor a foreign limited liability company unless the corporation/company has obtained a certificate of authority from the **NORTH CAROLINA** Secretary of State **(919) 814-5400**.
7. **Intermediate (I) Classification.** License applicants in the intermediate classification shall furnish a \$50,001.00 bonding ability statement or a letter showing a line of credit issued by a bank, savings bank, or savings and loan association pursuant to G.S. 87-43.2(a)(4).
8. **Unlimited (U) Classification.** License applicants in the unlimited classification shall furnish a \$130,001.00 bonding ability statement or a line of credit letter issued by a bank, savings bank, or savings and loan association pursuant to G.S. 87-43.2(a)(4).

.0402 LICENSE NAME REQUIREMENTS

(a) Issuance of License. The name in which a license is issued must be distinguishable upon the records of the Board from the name in which a license has already been issued. If the name requested, after deleting all spaces, punctuation marks, articles, prepositions, conjunctions and, whether abbreviated or not, "corporation," "incorporated," "company," or "limited," is not identical to the name in which a license has already been issued, it shall be distinguishable. The substitution of a numeral for a word that represents the same numeral shall not make the name distinguishable.

(b) Name In Which Business Must Be Conducted. All electrical contracting business, including all business advertising and the submission of all documents and papers, conducted in the state of North Carolina by a licensee of the Board shall be conducted in the exact name in which the electrical contracting license is issued.

(c) Notification of Address and Telephone Change. All licensees shall notify the Board in writing within 30 days of any change in location or mailing address and telephone number.

History Note: Authority G.S. 87-42;

Eff. October 1, 1988;

Amended Eff. March 1, 1999; February 1, 1996.

NOTICE OF PROCESSING FEE FOR SUBMITTAL OF BAD CHECK

Pursuant to Rule .0107 of Title 21, Chapter 18B, of the North Carolina Administrative Code, any person, partnership, firm or corporation submitting a check to the Board which is subsequently returned because of insufficient funds or no account at a bank will be charged a processing fee of \$25.00 for such a check; and, until the payer has made the check good and paid the \$25.00 processing fee, the payer will not be eligible to take an examination, review an examination, obtain a license or have a license renewed. Payment for making good such bad check and for the \$25.00 processing fee must be in the form of a cashier's check or money order payable to the Board.

SECTION 3: EMPLOYEE CLASSIFICATION INFORMATION

11. I CERTIFY THAT I HAVE READ THE PUBLIC NOTICE STATEMENT INCLUDED WITH MY APPLICATION 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.

SECTION 4: LEGAL INFORMATION

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

12. 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**

13. 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.

14. 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 _____
(Owner, Partner, Officer, or Member)

TITLE _____

15. **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 # _____ NASCLA SCREENED _____ APPROVED BY _____

EFFECTIVE DATE _____ B# _____

LA LICENSE/EXAM VERIFICATION
SECTIONS 2 & 3 SHOULD BE COMPLETED BY THE

SECTION 1. LICENSE INFORMATION

EXACT NAME AND ADDRESS IN WHICH CURRENT ELECTRICAL CONTRACTING LICENSE IS ISSUED:

LICENSE ISSUED TO: _____

BUSINESS NAME AS LISTED ON LICENSE: _____

LICENSE NUMBER: _____ CLASSIFICATION(S): _____

ORIGINAL LICENSE ISSUED DATE: _____ CURRENT LICENSE EXPIRATION DATE: _____

SECTION 2. QUALIFICATION INFORMATION (TO BE COMPLETED BY THE LOUISIANA BOARD OFFICIAL)

EXACT NAME AND SOCIAL SECURITY NUMBER OF EACH PERSON WHO HAS INDIVIDUALLY QUALIFIED FOR LICENSE BY HAVING TAKEN AND PASSED THE NORMALLY REQUIRED STATE QUALIFYING EXAMINATION 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 RECIPROCITY/ENDORSEMENT? YES _____ NO _____

IF YES, WHAT STATE? _____

SECTION 3. DISCIPLINARY ACTION (TO BE COMPLETED BY THE LOUISIANA BOARD OFFICIAL)

HAS THIS LICENSEE EVER HAD ANY DISCIPLINARY ACTION TAKEN AGAINST HIS/HER LICENSE? YES _____ NO _____

IF **YES**, PLEASE PROVIDE ADDITIONAL INFORMATION:

1. DATE OF DISCIPLINE: _____
2. DISCIPLINARY ACTIONS: _____
3. TERMS OF DISCIPLINARY ACTION BEEN SATISFIED: YES _____ NO _____

SIGNATURE TITLE DATE

BOARD SEAL

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 RECIPROCITY AGREEMENT BETWEEN NORTH CAROLINA AND LOUISIANA.

TN LICENSE/EXAM VERIFICATION
SECTIONS 2 & 3 SHOULD BE COMPLETED BY THE

SECTION 1. LICENSE INFORMATION

EXACT NAME AND ADDRESS IN WHICH CURRENT ELECTRICAL CONTRACTING LICENSE IS ISSUED:

LICENSE ISSUED TO: _____

BUSINESS NAME AS LISTED ON LICENSE: _____

LICENSE NUMBER: _____ CLASSIFICATION(S): _____

ORIGINAL LICENSE ISSUED DATE: _____ CURRENT LICENSE EXPIRATION DATE: _____

SECTION 2. QUALIFICATION INFORMATION (TO BE COMPLETED BY THE TENNESSEE BOARD OFFICIAL)

EXACT NAME AND SOCIAL SECURITY NUMBER OF EACH PERSON WHO HAS INDIVIDUALLY QUALIFIED FOR LICENSE BY HAVING TAKEN AND PASSED THE NORMALLY REQUIRED STATE QUALIFYING EXAMINATION 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 RECIPROCITY/ENDORSEMENT? YES _____ NO _____

IF YES, WHAT STATE? _____

SECTION 3. DISCIPLINARY ACTION (TO BE COMPLETED BY THE TENNESSEE BOARD OFFICIAL)

HAS THIS LICENSEE EVER HAD ANY DISCIPLINARY ACTION TAKEN AGAINST HIS/HER LICENSE? YES _____ NO _____

IF **YES**, PLEASE PROVIDE ADDITIONAL INFORMATION:

1. DATE OF DISCIPLINE: _____
2. DISCIPLINARY ACTIONS: _____
3. TERMS OF DISCIPLINARY ACTION BEEN SATISFIED: YES _____ NO _____

SIGNATURE TITLE DATE

BOARD SEAL

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 RECIPROCITY AGREEMENT BETWEEN NORTH CAROLINA AND TENNESSEE.

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 checked="" type="checkbox"/> Contractor | <input type="checkbox"/> Nail Technician | <input type="checkbox"/> Wetland Delineator |
| <input checked="" 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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**INTERMEDIATE
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: _____

BONDING COMPANY OFFICIAL: _____ (SEAL)

BOND AGENT/ATTORNEY IN FACT: _____

BONDING COMPANY ADDRESS WHERE COMPANY OFFICIAL IS LOCATED: _____

NAME OF INSURANCE AGENCY: _____

ADDRESS: _____

**UNLIMITED
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 \$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: _____

BONDING COMPANY OFFICIAL: _____ (SEAL)

BOND AGENT/ATTORNEY IN FACT: _____

BONDING COMPANY ADDRESS WHERE COMPANY OFFICIAL IS LOCATED: _____

NAME OF INSURANCE AGENCY: _____

ADDRESS: _____

CHARACTER FORM

THIS FORM SHOULD BE 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 (INCLUDING AREA CODE): _____

CHARACTER FORM

THIS FORM SHOULD BE 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 (INCLUDING AREA CODE): _____

SUPERVISE AND DIRECT FORM

THIS FORM SHOULD BE COMPLETED BY THE EMPLOYER, AN EMPLOYER REPRESENTATIVE OR ANY OTHER RESPONSIBLE PERSON WHO HAS KNOWLEDGE OF THE QUALIFIED AGENT'S ABILITY.

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 (INCLUDING AREA CODE): _____

SUPERVISE AND DIRECT FORM

THIS FORM SHOULD BE COMPLETED BY THE EMPLOYER, AN EMPLOYER REPRESENTATIVE OR ANY OTHER RESPONSIBLE PERSON WHO HAS KNOWLEDGE OF THE QUALIFIED AGENT'S ABILITY.

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 _____, _____.

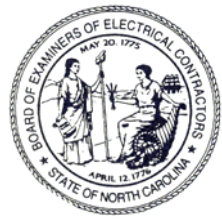
SIGNED BY: _____

TITLE: _____

NAME OF FIRM: _____

ADDRESS: _____

PHONE (INCLUDING AREA CODE): _____



MEMORANDUM

TO: LICENSE APPLICANT

FROM: NC STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS

RE: QUALIFYING EXAMINATION
[NORTH CAROLINA LAWS, RULES & BUSINESS PRACTICES](#)

LA, TN & VA 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. The laws and rules are available online at www.ncbeec.org or a laws and rules booklet is available by request. 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

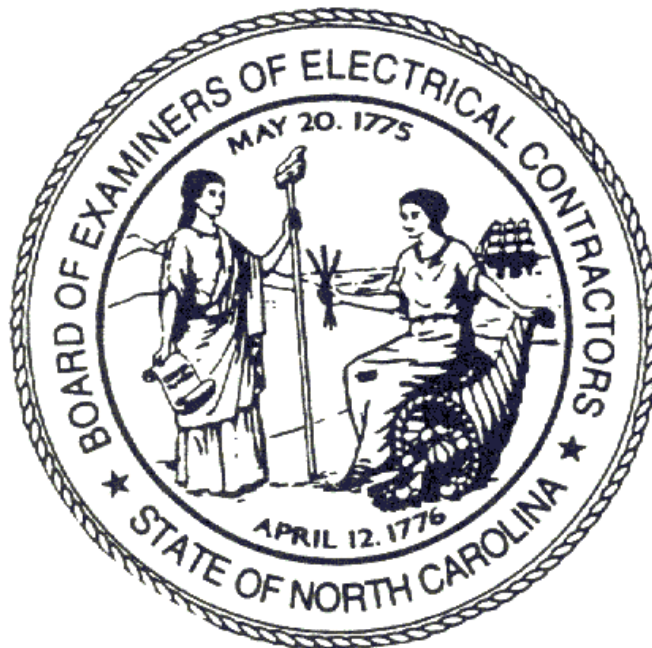
Date

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