



NC STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS

3101 Industrial Drive, Suite 206, Raleigh, NC 27609 • Phone (919) 733-9042
Fax (800) 691-8399 • www.ncbeec.org

EXAM APPLICATION CHECKLIST

Use the following check list to complete your application. **Ensure all applicable documents listed are submitted with your Examination Application.**

Further details on all exam application requirements can be found in the **Examination Information Handbook**; it is highly recommended that all applicants review the handbook prior to applying for and taking the exam.

- Employer Statement** (forms enclosed) verifying qualifying experience hours required for the classification chosen as defined in Rule .0202 of Title 21 NCAC18B (attached).

- Character Statements** (forms enclosed) from at least two persons who are knowledgeable of and can attest to the applicants' good character.

- UNLIMITED CLASSIFICATION APPLICANTS ONLY:**
Supervise and Direct Statements (forms enclosed) from at least two persons attesting to the applicant's ability to supervise and direct all electrical wiring or electrical installation work done by an electrical contracting business in the Unlimited classification.

- Exam Fee** of \$ 90.00. Payment may be made by Check, Money Order or Credit Card.

If you have any questions or need assistance with your application documents, contact our offices at (919) 733-9042

IMPORTANT - READ CAREFULLY

To be considered for a qualifying examination administered by the Board, the applicant must be at least eighteen (18) years as certified by date of birth shown on the application and must submit a completed application form, together with the following required information:

- Statements from present and/or past employer(s) satisfactorily verifying that the applicant has acquired the minimum years of experience for the examination classification desired (see *Employer Statement Forms*, in back of this bulletin).
- Statement from **TWO** (2) responsible persons attesting to applicant's good character (see *Character Statement Forms*, in back of this bulletin).
- **UNLIMITED CLASSIFICATION ONLY:** Statements from **TWO** (2) responsible persons attesting to applicant's ability to satisfactorily supervise and direct all electrical wiring or electrical installation work done by an electrical contracting business in the **UNLIMITED CLASSIFICATION** (see *Supervise and Direct Statement Forms*, in back of this bulletin).
- Appropriate application **and** examination fee in a check or money order payable to the "NCBEEC" or payment by credit card.

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 that 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 "NCBEEC".

CRIMINAL BACKGROUND AND HISTORY NOTICE

Pursuant to Session Law 2019-91, all licensing boards must to include a reference to the appeal process in any orders denying licensure based on criminal convictions. The Board may conduct a formal criminal or disciplinary history check. Answering "yes" to any of these questions or having a conviction, disciplinary or adverse employment action is not automatically a basis for denial of licensure.

When an applicant has a criminal conviction, the Board will consider:

- (1) The level and seriousness of the crime.
- (2) The date of the crime.
- (3) The age of the person at the time of the crime.
- (4) The circumstances surrounding the commission of the crime, if known.
- (5) The nexus between the criminal conduct and the prospective duties of the applicant as a licensee.
- (6) The prison, jail, probation, parole, rehabilitation, and employment records of the applicant since the date the crime was committed.
- (6a) The completion of, or active participation in, rehabilitative drug or alcohol treatment.
- (6b) A Certificate of Relief granted pursuant to North Carolina Gen. Stat. § 15A-173.2.
- (7) The subsequent commission of a crime by the applicant.
- (8) Any affidavits or other written documents, including character references.

If Board staff is unable to approve an application, the applicant has the right to request to have that application heard by the members of the Board. Any such request should be submitted in writing to the Board's Executive Director. The Board will conduct that hearing pursuant to the North Carolina Administrative Procedure Act and the Board's own hearing rules. As a result of the evidence presented at that hearing and considering the considerations outlined above, the Board may refuse to grant or may condition a license if it finds any of the grounds for doing so under North Carolina Gen. Stat. § 90-85.38(a).

If the applicant wishes to appeal the Board's final decision, the applicant may seek review of the decision by filing a petition for judicial review in the Superior Court pursuant to Article 4 of the Administrative Procedure Act, North Carolina Gen. Stat. § 150B-43 et seq.



APPLICATION FOR EXAMINATION

MAIL TO: STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS
3101 INDUSTRIAL DRIVE, SUITE 206, RALEIGH, NC 27609
TELEPHONE: (919) 733-9042 ext. 206 FAX: (800) 691-8399

\$30.00 APPLICATION FEE AND \$60.00 EXAMINATION FEE FOR ALL CLASSIFICATIONS

****PLEASE NOTE: APPLICATION FEE IS NON-REFUNDABLE****

Before completing, PLEASE READ SECTION .0200-EXAMINATIONS following this page.

1. CLASSIFICATION OF EXAMINATION (CHECK CLASSIFICATION):

- LIMITED INTERMEDIATE UNLIMITED SP-SFD SP-FA/LV
- SP-PH SP-EL SP-WP SP-ES SP-SP

2. NAME _____ SOCIAL SECURITY # _____

FIRST MIDDLE LAST

ADDRESS _____ ZIP CODE _____ COUNTY _____
STREET, P.O. BOX OR RURAL ROUTE CITY STATE

PHONE _____ EMAIL _____ DATE OF BIRTH _____
AREA CODE

3. HAVE YOU EVER BEEN APPROVED TO TAKE AN EXAMINATION CONDUCTED BY THIS BOARD FOR AN ELECTRICAL CONTRACTING LICENSE?
_____ WHICH CLASSIFICATION? _____

4. NAME OF PRESENT EMPLOYER _____
COMPLETE MAILING ADDRESS _____

PHONE _____ DATE EMPLOYED _____
AREA CODE

IN WHAT CAPACITY ARE YOU PRESENTLY EMPLOYED? _____

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

5. HAVE YOU 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.

6. THE APPLICANT AUTHORIZES THE BOARD TO RESEARCH AND VERIFY THE INFORMATION SUBMITTED CONCERNING THIS APPLICATION.

DATE _____ SIGNATURE OF APPLICANT _____

7. METHOD OF PAYMENT CHECK (*made payable to NCBEEC*) MONEY ORDER CREDIT CARD

CARD NUMBER _____ EXPIRATION DATE _____ SECURITY CODE _____

NAME ON CARD _____ BILLING ADDRESS _____

(FOR BOARD USE ONLY)

APPROVED BY _____ DATE _____ FEE _____ BATCH/RECEIPT# _____

EXPERIENCE _____ S&D FORMS _____ CHARACTER _____

DATA ENTRY _____ BY _____ LIC#/NAME _____ GRADE _____

COURTLOGIC.COM _____



SECTION .0200 - EXAMINATIONS

.0201 REQUIREMENTS FOR ALL EXAMINATION APPLICANTS

(a) To take an examination in any electrical contracting license classification, the applicant must:

- 1) be at least 18 years of age;
- 2) submit the required duly filed application as defined in Rule .0210;
- 3) submit with the application written statements from at least two persons attesting to the applicant's good character; and
- 4) meet any other requirements set out in Paragraph (b) of this Rule.

(b) Examination applicants must meet the following requirements for the specified license classifications:

- 1) Limited classification. An applicant must have at least two years of experience, as defined in Rule .0202 of this Section, of which at least one year shall be primary experience. The balance of experience may be primary, secondary or both.
- 2) Intermediate classification. An applicant must have at least four years of experience, as defined in Rule .0202 of this Section, of which at least two and one half years shall be primary experience. The balance of experience may be primary, secondary or both.
- 3) Unlimited classification. An applicant must:
 - A) have at least five years of experience, as defined in Rule .0202 of this Section, of which at least four years shall be primary experience. The balance of experience may be primary, secondary or both, and
 - B) submit with the application written statements from at least two persons, who are knowledgeable of the applicant's electrical experience, attesting to the applicant's ability to supervise and direct all electrical wiring or electrical installation work done by an electrical contracting business in the unlimited classification.
- 4) Single family detached residential dwelling (SP-SFD) classification. An applicant must have at least two years of experience, as defined in Rule .0202 of this Section, of which at least one year shall be primary experience. The balance of experience may be primary, secondary or both.
- 5) Special restricted fire alarm/low voltage (FALV) classification. An applicant must have at least two years of experience, as defined in Rule .0202 of this Section, of which at least one year shall be primary experience. The balance of experience may be primary, secondary or both. An applicant in this classification may also receive creditable experience for service in any of the capacities listed in Rule .0202 that the applicant gained in the low voltage field.
- 6) Special restricted elevator (SP-EL) classification. An applicant must:
 - A) have at least two years of experience, as defined in Rule .0202 of this Section, of which at least one year shall be primary experience. The balance of experience may be primary, secondary or both. An applicant in this classification may also receive creditable experience for service in any of the capacities listed in Rule .0202 that the applicant gained in the elevator field, and
 - B) include on the application information verifying that the applicant is primarily engaged in, or is regularly employed by and will be the listed qualified individual for a firm that is primarily engaged in, a lawful elevator business in this State.
- 7) Special restricted plumbing and heating (SP-PH) classification. An applicant must:
 - A) have at least two years of experience, as defined in Rule .0202 of this Section, of which at least one year shall be primary experience. The balance of experience may be primary, secondary or both. An applicant in this classification may also receive creditable experience for service in any of the capacities listed in Rule .0202 that the applicant gained in the plumbing, heating or air conditioning field, and
 - B) include on the application information verifying that the applicant is primarily engaged in, or is regularly employed by and will be the listed qualified individual for a firm that is primarily engaged in, a lawful plumbing, heating or air conditioning business in this State.
- 8) Special restricted ground water pump (SP-WP) classification. An applicant must:
 - A) have at least two years of experience, as defined in Rule .0202 of this Section, of which at least one year shall be primary experience. The balance of experience may be primary, secondary or both. An applicant in this classification may also receive creditable experience for service in any of the capacities listed in Rule .0202 that the applicant gained in the ground water pump field, and
 - B) include on the application information verifying that the applicant is primarily engaged in, or is regularly employed by and will be the listed qualified individual for a firm that is primarily engaged in, a lawful ground water pump business in this State.
- 9) Special restricted electric sign (SP-ES) classification. An applicant must:
 - A) have at least two years of experience, as defined in Rule .0202 of this Section, of which at least one year shall be primary experience. The balance of experience may be primary, secondary or both. An applicant in this classification may also receive creditable experience in any of the capacities listed in Rule .0202 that the applicant gained in the electric sign field, and
 - B) include on the application information verifying that the applicant is primarily engaged in, or is regularly employed by and will be the listed qualified individual for a firm that is primarily engaged in, a lawful electric sign business in this State.
- 10) Special restricted swimming pool (SP-SP) classification. An applicant must:
 - A) have at least two years of experience, as defined in Rule .0202 of this Section, of which at least one year shall be primary experience. The balance of experience may be primary, secondary or both. An applicant in this classification may also receive creditable experience for service in any of the capacities listed in Rule .0202 that the applicant gained in the swimming pool field, and
 - B) include on the application information verifying that the applicant is primarily engaged in, or is regularly employed by and will be the listed qualified individual for a firm that is primarily engaged in, a lawful swimming pool business in this State.

History Note: Authority G.S. 87-42; 87-43.3; 87-43.4; 87-44; Eff. October 1, 1988; Amended Eff. October 1, 2017; January 1, 2010; March 1, 1999; February 1, 1990.

.0202 EXPERIENCE

(a) Primary. As used in this Chapter, primary experience means working experience gained by the applicant while engaged directly in the installation of electrical wiring and equipment governed by the National Electrical Code or work activities directly related thereto. Examples of the capacity in which a person may work in gaining primary experience and the percentages for creditable primary experience are as follows:

	Percentage
1) journeyman electrician or electrician mechanic, both meaning the same;.....	100
2) electrical foreman;.....	100
3) electrical general foreman;.....	100
4) electrical superintendent;.....	100
5) electrical general superintendent;.....	100
6) estimator for licensed electrical contractor;.....	100
7) electrical inspector recognized as such by the State Department of Insurance;.....	100
8) time spent by a professional engineer who is responsible for follow-up project supervision, beyond the point of delivery, in electrical engineering, design consulting;.....	100
9) full-time instructor teaching National Electrical Code, NFPA 72 and related electrical courses at a college, university, community college, technical institute, high school or vocational school;.....	80
10) maintenance journeyman electrician or electrician mechanic employed in a full-time electrical maintenance department;.....	100
11) time actually spent in electrical maintenance by a maintenance journeyman electrician or electrician mechanic regularly employed in other than a full-time electrical maintenance department;.....	100
12) military person holding an electrician rating or rank of at least E-4 who is engaged in land based	
13) electrical installations similar or equivalent to work performed by an electrical contractor;.....	100
14) time actually spent in part-time or incidental work in any primary experience category;.....	100
15) time actually spent installing or maintaining fire alarm/low voltage systems;.....	100
16) time as a holder of NICET certification on NFPA 72 Level I, II, III or IV applicable to Fire Alarm-Low Voltage only.....	100

In calculating accumulative primary experience, a total of 2,000 hours shall equal one creditable year. The total number of creditable years shall be calculated by dividing the total hours of primary experience by 2,000. Example: Applicant has worked in primary capacity for a total of 7,200 hours of primary experience.

$$\frac{7,200}{2,000} = 3.6 \text{ years creditable primary work experience}$$

(b) Secondary. As used in this Chapter, secondary experience means working experience gained while engaged in work or training that is related to the installation of electrical wiring and equipment governed by the National Electrical Code. Examples of the type of work or training in which a person may engage to gain creditable secondary experience and the percentages for creditable secondary experience are as follows:

	Percentage
1) apprentice electrician training in an apprentice program approved by the NC Department of Labor;.....	100
2) time spent as an apprentice electrician or helper other than as described in subparagraphs (1) and (3) of this paragraph;.....	80
3) time actually spent in electrical maintenance by a maintenance apprentice or electrician helper regularly employed in other than a full-time electrical maintenance department;.....	80
4) student satisfactorily completing National Electrical Code and related electrical courses at a college, university, community college, technical institute, high school or vocational school;.....	50
5) Time spent by a professional engineer who is not responsible for follow-up project supervision, beyond the point of delivery, in electrical engineering, design, or consulting;.....	50
6) Electrical construction design under the supervision of a professional engineer;.....	50
7) sales representative for an electrical wholesaler, distributor, or manufacturer;.....	20
8) appliance service and repair;.....	20
9) electric utility lineman; and.....	10
10) electric utility serviceman.....	20

In calculating accumulative secondary experience, a total of 2,000 hours shall equal one creditable year. The total number of creditable years shall be calculated by applying the percentage for creditable secondary experience and dividing the remainder hours by 2,000. Example: Applicant has 1,000 hours of work experience as a helper or regular apprentice and 2,200 hours of experience while enrolled in an approved apprentice training program: 1,000 hours at 80 percent = 800 hours secondary experience; 2,200 hours at 100 percent = 2,200 hours secondary experience;

$$\frac{800 + 2,200}{2,000} = 1.5 \text{ years creditable secondary experience}$$

(c) Other Experience. The Board shall approve other experience that it finds to be equivalent or similar to the primary or secondary experience defined in this Rule.

*History Note: Authority G.S. 87-42; 87-43.3; 87-43.4;
Eff. October 1, 1988;
Amended Eff. October 1, 2017; January 1, 2010; March 1, 1999.*

EMPLOYER STATEMENT FORM

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

TO APPLICANT: THIS IS TO BE COMPLETED BY YOUR PRESENT OR PAST EMPLOYER. ONCE THIS DOCUMENT IS COMPLETED, SIGNED, AND NOTARIZED, IT MUST BE SUBMITTED IN ORIGINAL FORM WITH YOUR APPLICATION.

NOTE: ALTERED FORMS WILL NOT BE ACCEPTED.

TO EMPLOYER: RE: EXPERIENCE AND CHARACTER VERIFICATION

NOTICE: *In order to maintain the high standards of the electrical contracting trade, it is imperative that extreme care be exercised in verifying an applicant's experience.* Please refer to Board's Rule .0202 for further information (see next page). The Board reserves the right to review all employment records in making a final determination of an applicant's experience.

This is to certify that _____ is/was employed by this firm in the following capacity or capacities (verify experience only in the electrical or applicable special restricted field for which the applicant is requesting to be examined and specify the respective field): **Employer representative must enter total hours worked and capacity or capacities worked.**

- a) **SECONDARY EXPERIENCE: (Example Apprentice or helper) in the electrical or special restricted field: ENTER DATES OF EMPLOYMENT, CAPACITY AND TOTAL HOURS WORKED IN THAT CAPACITY:**

BEGIN DATE OF EMPLOYMENT: _____ END DATE OF EMPLOYMENT _____

CAPACITY: _____ TOTAL HOURS WORKED _____

- b) **PRIMARY EXPERIENCE: (Example Journeyman or Mechanic) in the electrical or special restricted field: ENTER DATES OF EMPLOYMENT, CAPACITY AND TOTAL HOURS WORKED IN THAT CAPACITY:**

BEGIN DATE OF EMPLOYMENT: _____ END DATE OF EMPLOYMENT _____

CAPACITY: _____ TOTAL HOURS WORKED _____

- c) **OTHER CAPACITY: ENTER DATES OF EMPLOYMENT, JOB DESCRIPTION (ATTACH COMPANY OR JOB DESCRIPTION IF AVAILABLE) AND TOTAL HOURS WORKED IN THAT JOB:**

BEGIN DATE OF EMPLOYMENT: _____ END DATE OF EMPLOYMENT _____

CAPACITY: _____ TOTAL HOURS WORKED _____

Please check one of the following that best describes this applicant's character: GOOD NOT GOOD NO OPINION

Other comments: _____

EMPLOYER _____

SIGNATURE OF EMPLOYER REPRESENTATIVE

ADDRESS _____

PRINTED NAME OF EMPLOYER REPRESENTATIVE

Title

DATE _____ PHONE _____

AREA CODE

STATE OF _____ COUNTY OF _____

I, a notary public of the county and state aforesaid, certify that the *employer representative* whose signature appears above personally appeared before me this day and signed the foregoing document.

Witness my hand and official seal, this _____ day of _____, _____.

Notary Public

My commission expires _____.

(FOR BOARD USE ONLY)

APPROVED BY: _____ DATE: _____ EMPL REP _____



CHARACTER STATEMENT FORM

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

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

This _____ day of _____, _____.

SIGNED BY _____

TITLE _____

NAME OF FIRM _____

ADDRESS _____

PHONE _____
AREA CODE _____



CHARACTER STATEMENT FORM

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

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

This _____ day of _____, _____.

SIGNED BY _____

TITLE _____

NAME OF FIRM _____

ADDRESS _____

PHONE _____
AREA CODE _____



SUPERVISE AND DIRECT STATEMENT FORM

NOTE: THIS IS A REQUIREMENT FOR THE **UNLIMITED** CLASSIFICATION ONLY. THIS FORM MAY ALSO BE USED FOR A GOOD CHARACTER STATEMENT AS NOTED BELOW. PLEASE DO NOT SUBMIT WHEN FILING FOR OTHER CLASSIFICATIONS.

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

This is to certify that I have known _____ for approximately _____ years; that I am knowledgeable of his/her electrical experience; and that in my opinion he/she 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.

Please check one of the following that best gives your opinion of this applicant's character:

GOOD NOT GOOD NO OPINION

This _____ day of _____, _____.

SIGNED BY _____

TITLE _____

NAME OF FIRM _____

ADDRESS _____

PHONE _____
AREA CODE _____



