



## APPLICATION FOR LICENSE BY RECIPROCITY: WEST VIRGINIA

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### APPLICATION REQUIREMENTS

*IMPORTANT – READ CAREFULLY*

West Virginia licensed Electrical Contractors must have held an Unlimited license in the state of West Virginia for at least 3 consecutive years to be eligible for reciprocity with North Carolina.

West Virginia licensees who hold an Unlimited license may apply for the Limited, Intermediate or Unlimited classifications in North Carolina through reciprocity.

#### **ALL APPLICATIONS:**

All license applicants, regardless of license classification, must include the following with their application:

1. A completed application to the Board on the forms provided for the license classification chosen, 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 the state of West Virginia. Verification of license and examination from the West Virginia licensing board must be included with your application. Copies of licenses and/or examination scores will not be accepted.

To obtain a license/exam verification, visit [https://labor.wv.gov/Licensing/Contractor\\_License](https://labor.wv.gov/Licensing/Contractor_License) or call the West Virginia Division of Labor Licensing Department at (304) 558-7890.

3. Signed and notarized Affidavit form completed by applicant.
4. Two (2) completed Character Statement forms.
5. Complete the North Carolina Laws, Rules and Business Practices test located at the end of this application. All applicants, who are applying for a license under a technical examination waiver agreement (i.e. under a reciprocal agreement), must pass the attached 25 question examination included at the end of this application.

The laws and rules are available online at [www.ncbeec.org/laws-and-rules](http://www.ncbeec.org/laws-and-rules). The business practice questions are developed from the NASCLA Business and Project Management for Contractors – North Carolina Electrical Contractors' Edition booklet available at [www.nascla.org](http://www.nascla.org).

6. **Corporations/Limited Liability Companies ONLY:** If you are a part of or plan to become a corporation or limited liability company (ex. Inc., LLC., etc.) you must register the business with the NC Secretary of State. The Board shall not issue a license for a corporation nor a limited liability company unless the corporation/company has obtained a certificate of authority from the North Carolina Secretary of State. For more information visit [www.sosnc.gov](http://www.sosnc.gov) or call (919) 814-5400.

#### **ADDITIONAL APPLICATION REQUIREMENTS:**

In addition to the above, applicant must include the following listed under the applicable license classification. (*Find chosen classification below and include items listed underneath with your application.*)

##### **Unlimited (U) Classification Applications:**

1. An Unlimited Statement of Bonding Ability for \$130,001.00 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).
2. Two (2) completed Supervise and Direct forms.

##### **Intermediate (I) Classification Applications:**

1. An Intermediate Statement of Bonding Ability for \$50,001.00 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).

### **LICENSE NAME REQUIREMENTS:**

Pursuant to Rule .0402 of Title 21, Chapter 18B, of the North Carolina Administrative Code:

(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.*

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### **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.

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### **CRIMINAL BACKGROUND AND HISTORY CHECKS:**

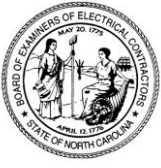
Pursuant to Session Law 2019-91, all licensing boards must to include a reference to the appeal process in any orders denying licensure based on criminal convictions. The Board may conduct a formal criminal or disciplinary history check. Answering "yes" to any of these questions or having a conviction, 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.*



STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS

3101 INDUSTRIAL DRIVE, SUITE 206, RALEIGH, NC 27609

PHONE: 919-733-9042 FAX: 800-691-8399 WEB: www.ncbeec.org

APPLICATION FOR LICENSE BY RECIPROCIITY: WEST VIRGINIA

SUBMIT THIS APPLICATION WITH ALL REQUIRED DOCUMENTS BY MAILING OR FAXING TO THE ADDRESS ABOVE.

SECTION 1. BUSINESS INFORMATION

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

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

2. BUSINESS/FIRM NAME: (EXACT NAME IN WHICH ELECTRICAL CONTRACTING BUSINESS WILL BE CONDUCTED IN NORTH CAROLINA)

3. PHYSICAL ADDRESS: (P.O. BOX NOT ACCEPTABLE) NUMBER AND STREET CITY STATE ZIP

4. MAILING ADDRESS: (IF DIFFERENT FROM ABOVE) NUMBER AND STREET CITY STATE ZIP

5. WORK PHONE: ( ) MOBILE PHONE: ( )

6. EMAIL ADDRESS:

7. INDICATE THE NATURE OF YOUR BUSINESS AND LIST NAME AND TITLE OF OWNER(S), PARTNERS, OFFICERS OR MEMBERS BELOW:

SOLE PROPRIETORSHIP PARTNERSHIP CORPORATION LIMITED LIABILITY COMPANY

NAME(S) AND TITLE(S)

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

SECTION 2. QUALIFIED INDIVIDUAL INFORMATION

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

Table with 4 columns: FULL NAME, SIGNATURE, DATE OF BIRTH, SOCIAL SECURITY NUMBER. Multiple rows for individual information.

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

LICENSE # NASCLA APPROVED BY EFFECTIVE DATE B#

**SECTION 3. EMPLOYEE CLASSIFICATION INFORMATION**

10. 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.

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**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 HAS BEEN EXPUNGED.**

11. HAS THE OWNER, ANY PARTNER, ANY OFFICER, ANY MEMBER, OR ANY QUALIFIED INDIVIDUAL BEEN CONVICTED OF A **MISDEMEANOR DURING THE PAST 3 YEARS?**  YES  NO
12. 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.

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: \_\_\_\_\_

13. **PAYMENT:**

METHOD OF PAYMENT:  CHECK  MONEY ORDER  CREDIT CARD

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

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

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

**PLEASE ALLOW 7 – 10 BUSINESS DAYS FOR PROCESSING**

**A LICENSE CERTIFICATE WILL BE PRINTED AND MAILED AFTER  
YOUR APPLICATION HAS BEEN APPROVED**

# LICENSE/EXAM VERIFICATION

COMPLETE SECTION 1 AND SEND THE FORM TO YOUR LICENSING BOARD FOR COMPLETION OF SECTIONS 2 AND 3.

## 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 LICENSING 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 LICENSING 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)

# QUALIFIED AGENT AFFIDAVIT

TO BE COMPLETED BY THE APPLICANT AS THE QUALIFIED AGENT APPLYING FOR LICENSURE.

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I, \_\_\_\_\_, state on oath and affirm that:  
*(Qualified Agent)*

1. I am the qualified agent of \_\_\_\_\_.  
*(Name of Firm)*

The firm is currently a licensed electrical contractor under the laws of \_\_\_\_\_.  
*(State)*

The firm has been a licensed electrical contractor for \_\_\_\_\_.  
*(Number of Years)*

2. The firm is seeking to be licensed as an electrical contractor in the State of North Carolina under a reciprocal agreement with the state of West Virginia. I certify that I meet all requirements of the reciprocal agreement.
3. By executing this affidavit, I and the firm agree to comply with all laws and regulations of the State of North Carolina and its agencies.

\_\_\_\_\_  
*Signature of Qualified Agent*

\_\_\_\_\_  
*Date*

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## ACKNOWLEDGMENT

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_.

\_\_\_\_\_  
*Signature of Notary Public*

\_\_\_\_\_  
*Printed Name*

My commission expires: \_\_\_\_\_

*(SEAL)*

## 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 **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: \_\_\_\_\_

BONDING COMPANY OFFICIAL: \_\_\_\_\_ (SEAL)

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

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

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

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



## CHARACTER STATEMENT FORM (1)

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. *THE QUALIFIED AGENT CANNOT ATTEST TO HIS OR HER OWN 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: \_\_\_\_\_

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

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

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

\_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

## CHARACTER STATEMENT FORM (2)

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. *THE QUALIFIED AGENT CANNOT ATTEST TO HIS OR HER OWN 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: \_\_\_\_\_

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

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

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

\_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_

## SUPERVISE AND DIRECT STATEMENT FORM (1)

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. *THE QUALIFIED AGENT CANNOT ATTEST TO OWN ABILITY.*

This is to certify that I have known \_\_\_\_\_ for approximately \_\_\_\_\_ years; that I am knowledgeable of this individuals electrical experience; and that in my opinion, does have the ability to satisfactorily supervise and direct all electrical work performed by an electrical contracting business in the **UNLIMITED** license classification.

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

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

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

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

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

\_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

## SUPERVISE AND DIRECT STATEMENT FORM (2)

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. *THE QUALIFIED AGENT IS NOT ALLOWED TO ATTEST OWN ABILITY.*

This is to certify that I have known \_\_\_\_\_ for approximately \_\_\_\_\_ years; that I am knowledgeable of this individuals electrical experience; and that in my opinion, does have the ability to satisfactorily supervise and direct all electrical work performed by an electrical contracting business in the **UNLIMITED** license classification.

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

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

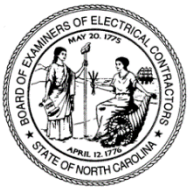
TITLE: \_\_\_\_\_

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

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

\_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_



## NC STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS

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

### **NORTH CAROLINA LAWS, RULES AND BUSINESS PRACTICES TEST**

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 an examination wavier agreement, must pass the attached test. The business practice questions are developed from the NASCLA Business and Project Management for Contractors – North Carolina Electrical Contractors' Edition.

The following test is a twenty-five (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 seventy-five (75) and each question is worth four (4) points. The qualifying party, without assistance, must complete this examination.

Return the completed examination and this acknowledgement sheet with your reciprocal license application documents. Upon a passing grade, an electrical contractors license will be issued, provided all other application requirements have been met.

This examination cannot be reproduced or copied.

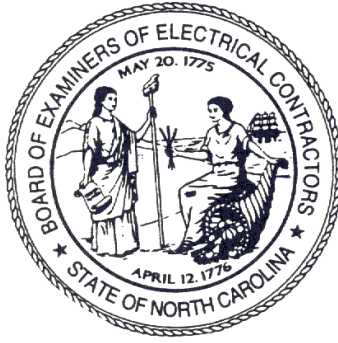
#### ACKNOWLEDGEMENT

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.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Signature of Qualifying Individual*

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



**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 300 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 \_\_\_\_\_