LICENSE APPLICATION: MILITARY & MILITARY SPOUSES

IMPORTANT – READ CAREFULLY

Per G.S. 93B-15.1, the Board shall not charge a military applicant an initial application fee for a license. Once licensed, the required annual renewal application fee and continuing education credits will apply to the licensee.

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.
2. Signed and notarized Affidavit form completed by applicant.
3. Two (2) completed Character Statement forms.
4. 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.


5. 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 or call (919) 814-5400.

MILITARY TRAINED APPLICANTS:
1. U.S. Department of Defense Form 214 (DD-214) or similar substantiation, attesting to the applicant's military occupational specialty certification and experience in the electrical field. You can obtain a copy of your DD-214 from the Department of Veterans Affairs at www.va.gov.

----- OR ------
Completed Employer Statement form verifying your electrical experience for at least two of the five years proceeding the date of license application.

MILITARY SPOUSE APPLICANTS:
1. To waive examination, include official verification of your electrical licensure from the jurisdiction where the license/certification was originally obtained. Contact the issuing authority to request the verification. The issuing authority should complete and sign the verification.

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).
GENERAL STATUTE 93B-15.1. LICENSURE FOR MILITARY & MILITARY SPOUSES:

Per §93B-15.1, the Board shall issue a license to a military-trained applicant, or a military spouse, to allow the applicant to lawfully practice electrical contracting work in this State. Military applicants must meet all requirements below OR the applicant may take the examination offered by the Board.

In order to waive the Examination, military-trained applicants must satisfy the following conditions:

1. Presents official, notarized documentation, such as a U.S. Department of Defense Form 214 (DD-214), or similar substantiation, attesting to the applicant’s military occupational specialty certification and experience in the electrical field.
   Form DD-214, or similar, should specify ALL of the following at a level that is equivalent to or exceeds the requirements for licensure in this State:
   a. Completed a military program of training
   b. Completed testing or equivalent training and experience
   c. Performed in the occupational specialty

   ---- OR ----

   Has engaged in the active practice of the occupation for which the applicant is seeking license for at least two of the five years preceding the date of the application (this should be verified on the Employer Statement form.);

2. Has not committed any act in any jurisdiction that would have constituted grounds for refusal, suspension, or revocation of a license to practice that occupation in this State and has no pending complaints;

In order to waive the Examination, military spouse applicants must satisfy the following conditions:

1. Holds a current license or certification from another jurisdiction, and that jurisdiction's requirements for licensure/certification are equivalent to or exceed the Board’s requirements for licensure in this State;
2. Can demonstrate competency in the occupation such as having completed continuing education units or having had recent experience for at least two of the five years preceding the date of the application;
3. Has not committed any act in any jurisdiction that would have constituted grounds for refusal, suspension, or revocation of a license to practice that occupation in this State and is in good standing with no pending complaints.

For further details, or to view G.S.93B-15.1 in its entirety, visit www.ncbeec.org/GS93B.
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.

CRIMINAL BACKGROUND / 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.
7. The completion of, or active participation in, rehabilitative drug or alcohol treatment.
9. The subsequent commission of a crime by the applicant.
10. 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). 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.
MILITARY LICENSE APPLICATION
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):
   - ☐ LIMITED
   - ☐ INTERMEDIATE
   - ☐ UNLIMITED
   - ☐ SP-SFD
   - ☐ SP-FA/LV
   - ☐ SP-EL
   - ☐ SP-ES
   - ☐ SP-WP
   - ☐ SP-SP
   - ☐ SP-PH

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:

   FULL NAME                        SIGNATURE                        DATE OF BIRTH                        SOCIAL SECURITY NUMBER
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

   (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 REGARDING EMPLOYEE MISCLASSIFICATION INCLUDED WITH THIS 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 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: _____________________________________________________________

TITLE: _____________________________________________________________

PLEASE ALLOW 7 – 10 BUSINESS DAYS FOR PROCESSING

A LICENSE CERTIFICATE WILL BE PRINTED AND MAILED AFTER YOUR APPLICATION HAS BEEN APPROVED
EMPLOYER STATEMENT FORM (MILITARY APPLICANTS ONLY)

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

ALL MILITARY APPLICANTS MUST PROVE THEY HAVE BEEN ENGAGED IN ELECTRICAL WORK FOR ATLEAST TWO OF THE FIVE YEARS PROCEEDING THE DATE OF APPLICATION FOR A LICENSE PER G.S.93B-15.1. (NOTE: 1 YEAR = 2,000 HOURS)

ELECTRICAL EXPERIENCE SHOULD BE STATED ON THIS FORM. THIS FORM IS TO BE COMPLETED BY YOUR PRESENT OR PAST EMPLOYER. ONCE THIS DOCUMENT IS COMPLETED, SIGNED, AND NOTARIZED, IT MUST BE SUBMITTED WITH YOUR MILITARY APPLICATION FOR LICENSE.

TO EMPLOYER: EXPERIENCE AND CHARACTER VERIFICATION: 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. 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 __________
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:

<table>
<thead>
<tr>
<th>NAME</th>
<th>SOCIAL SECURITY NUMBER</th>
<th>DATE QUALIFIED BY EXAMINATION</th>
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</table>

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)

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 EXISTING RECIPROCITY AGREEMENTS.
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: _____________________________________________________________________________________________________
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 Alabama. 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

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)
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: (____)______________________________
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 individual's 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 individual's 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: (____)_________________________
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 waiver 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
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 Bond
(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 Inspector's 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_________
North Carolina
Industrial Commission

Public Notice Statement

Any worker who is defined as an employee by N.C. Gen. Stat. §§ 95-25.2(4)(NC Department Of Labor), 143-762(a)(3)(Employee Fair Classification Act), 96-l(b)(1O)(Employment Security Act), 97-2(2)(Workers' Compensation Act), or l05-163.1(4)(Withholding; Estimated Income Tax for Individuals) shall be treated as an employee unless the individual is an independent contractor. Any employee who believes that the employee has been misclassified as an independent contractor by the employee's employer may report the suspected misclassification to the Employee Classification Section within the North Carolina Industrial Commission.

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

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