APPLICATION REQUIREMENTS:

All license applicants 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 Board. Furnish the name, signature and social security number of at least one person to serve as the listed qualified individual for the applicant's license.

3. **Unlimited (U) Classification Applications:** Applicants wishing to obtain an Unlimited license shall furnish a $150,001.00 Unlimited Bonding Ability Statement with Power of Attorney attached; 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).

4. **Intermediate (I) Classification Applications:** Applicants wishing to obtain an Intermediate license shall furnish a $60,001.00 Intermediate Bonding Ability Statement with Power of Attorney attached; 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).

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](http://www.sosnc.gov) or call (919) 814-5400.

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.*
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.

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).

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

LICENSE UPGRADE 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): LICENSE FEE MUST BE SUBMITTED WITH APPLICATION
   - □ LIMITED $95.00    □ INTERMEDIATE $140.00    □ UNLIMITED $190.00
   - □ SP-SFD $95.00    □ SP-FA/LV $95.00    □ SP-PH $95.00
   - □ SP-EL $95.00    □ SP-ES $95.00    □ SP-WP $95.00    □ SP-SP $95.00

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:
   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 INCLUDED WITH MY APPLICATION AND THAT I UNDERSTAND IT.
   ☐ I HAVE NOT BEEN INVESTIGATED FOR EMPLOYEE MISCLASSIFICATION.
   ☐ I HAVE BEEN INVESTIGATED FOR EMPLOYEE MISCLASSIFICATION AND WILL SUPPLY THE RESULTS OF THE INVESTIGATION TO THE BOARD WITHIN 30 DAYS.

SECTION 4. LEGAL INFORMATION

UNDER STATE LAW, AN APPLICANT IS NOT REQUIRED TO INCLUDE A REFERENCE TO OR INFORMATION CONCERNING ANY ARREST, CHARGE OR CONVICTION THAT 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
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 $60,000.00. 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 $60,000.00? (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 $150,000.00. 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 $150,000.00? (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: ________________________________________________________________________________________________________
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)(IO)(Employment Security Act), 97-2(2)(Workers' Compensation Act), or 105-163.1(4)(Withholding; Estimated Income Tax for Individuals) shall be treated as an employee unless the individual is an independent contractor. Any employee who believes that the employee has been misclassified as an independent contractor by the employee's employer may report the suspected misclassification to the Employee Classification Section within the North Carolina Industrial Commission.

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

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