APPLICATION FOR LICENSE BY RECIPROCITY: VIRGINIA

APPLICATION REQUIREMENTS

IMPORTANT – READ CAREFULLY

Virginia licensees who hold a Class B electrical license may ONLY apply for the Limited or Intermediate classifications in North Carolina through reciprocity.

Virginia licensees who hold a Class A electrical 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 by the Board, 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 Virginia. Verification of license and examination from the 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 www.dpor.virginia.gov/Boards/Contractors/ or call the Virginia Board for Contractors Licensing Section at (804) 367-8511.

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.


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 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 $150,001.00 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 $60,001.00 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.

NOTICE OF PROCESSING FEE FOR SUBMITAL 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 HISTORY NOTICE:
Pursuant to Session Law 2019-91, all licensing boards must to include a reference to the appeal process in any orders denying licensure based on criminal convictions. The Board may conduct a formal criminal or disciplinary history check on all applicants. 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.
(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.
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

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
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>
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<tr>
<th>NAME</th>
<th>SOCIAL SECURITY NUMBER</th>
<th>DATE QUALIFIED BY EXAMINATION</th>
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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.
QUALIFIED AGENT AFFIDAVIT
TO BE COMPLETED BY THE APPLICANT AS THE QUALIFIED AGENT APPLYING FOR LICENSURE.

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 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

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 $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 TRANSACTION 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: ______________________________________________________________________________________
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 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 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 (70) 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 Laws, Rules and Business Practices Test

1. It is only acceptable to pay employees of a firm by:
   A. W-2 / W-4
   B. 1099
   C. Sub-contractor
   D. Bonus

2. How long do you have, as a contractor, to request a final inspection after the work has been completed?
   A. 10 days
   B. 8 days
   C. 1 month
   D. 3 months

3. As an electrical contractor in the State of North Carolina, if the company is an LLC or a Corporation, you must register with the NC Secretary of State with the exact name that you have on file with the NC Board of Electrical Contractors.
   A. True
   B. False

4. A Statement of Bonding Ability is required for which classifications of electrical contracting license in the state of North Carolina?
   A. Unlimited
   B. Intermediate
   C. Limited
   D. Both A and B

5. What are the project value and voltage restrictions for a Limited electrical license in the state of North Carolina?
   A. $150,000 / 600 volts
   B. $60,000 / 480 volts
   C. $150,000 / 240 volts
   D. $60,000 / 600 volts

6. What agency would you contact for a formal interpretation of the electrical code?
   A. NC Board of Electrical Contractors
   B. NC Department of Insurance
   C. NC Secretary of State
   D. Local authority having jurisdiction

7. An electrical contractor must conduct business in the exact name in which they are registered with the NC State Board of Examiners of Electrical Contractors.
   A. True
   B. False

8. How many additional years of continuing education are licensees allowed to accumulate and carry forward?
   A. 1 year
   B. 2 years
   C. 3 years
   D. 4 years

9. What are the acceptable methods to renew an electrical license with the NC Board of Examiners of Electrical Contractors?
   A. Mail in paper renewal
   B. Online renewal via ncbeec.org
   C. Call in to renew over the phone
   D. A & B

10. The Board accepts online continuing education (CE) courses from other states.
    A. True
    B. False

11. How many CE hours are required to renew an Unlimited license every year?
    A. 4 Hours
    B. 6 Hours
    C. 8 Hours
    D. 10 Hours
12. A qualified individual who has passed a qualifying examination from a reciprocal state may apply and obtain a license in the same or a lower classification upon meeting all current licensing requirements.
   A. True  B. False

13. What is the purpose of a Bond?
   A. Provides extra money in case there are change orders on the job.
   B. It is a type of construction contract.
   C. Provides protection in the event that contractual obligations are not met.
   D. Provides additional insurance to employees on a jobsite.

14. Additional licensees are required if the company has additional branch offices.
   A. True  B. False

15. How many days must you notify the Board of any contact and/or address changes?
   A. 60 days  B. 30 days  C. 10 days  D. 14 days

16. 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.

17. Which one of the following representatives of an electrical contracting firm has 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 authorized representative
   C. The firm’s listed qualified individual
   D. All of the above

18. 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

19. 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

20. Which of the following statements about the North Carolina Electrical Contracting Licensing Law is/are correct?
   I) A Qualified Individual’s License 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 on.
   A. I only  B. II only  C. Both I and II  D. Neither I nor II

21. Which website would you search for information and documents related to your North Carolina electrical contracting license?
22. What application should be completed to change your company’s name on your NC electrical license?
   A. Reissuance of License Application
   B. Write on Renewal Application
   C. New License Application
   D. You can change it online

23. Per Board Rule .0405 how many days prior to the license expiration date should a licensee renew the electrical license?
   A. 60 days
   B. 30 days
   C. 90 days
   D. Day of expiration

24. The license holder shall report any changes in employment of listed qualified individuals to the Board within how many days?
   A. 14 days
   B. 10 days
   C. 5 days
   D. 30 days

25. Licensee’s can search online through the Board’s website for approved Continuing Education courses.
   A. True
   B. False