

# EMPLOYER STATEMENT FORM

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

**ELECTRICAL EXPERIENCE SHOULD BE STATED ON THIS FORM.** THIS FORM IS TO BE COMPLETED THE APPLICANTS PRESENT OR PAST EMPLOYER OR EMPLOYER REPRESENTATIVE UNDER WHOM THEIR ELECTRICAL EXPERIENCE WAS GAINED. THIS DOCUMENT BE SUBMITTED WITH YOUR APPLICATION. SEPARATE FORMS SHOULD BE USED FOR EACH EMPLOYER. ALTERED FORMS WILL NOT BE ACCEPTED. APPLICANT CANNOT VERIFY OWN EXPERIENCE.

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

This is to certify that \_\_\_\_\_ is/was employed by this firm in the following capacity or capacities (verify experience only in the electrical or applicable special restricted field; employer/employer representative must enter total hours of experience gained and capacity/capacities held):

- a) **SECONDARY EXPERIENCE:** Working experience gained while engaged in work or training that is related to the installation of electrical wiring and equipment governed by the National Electrical Code or work activities directly related thereto.  
*(Examples: Helper or Apprentice. Enter dates of employment, capacity held and total hours of experience gained while in that capacity.)*

BEGIN DATE OF EMPLOYMENT: \_\_\_\_\_ END DATE OF EMPLOYMENT: \_\_\_\_\_

CAPACITY: \_\_\_\_\_ TOTAL HOURS EXPERIENCE: \_\_\_\_\_  
*(DO NOT LIST JOB TITLE)*

- b) **PRIMARY EXPERIENCE:** Working experience gained by the applicant while engaged directly in the installation of electrical wiring and equipment governed by the National Electrical Code or work activities directly related thereto.  
*(Examples: Journeyman or Mechanic. Enter dates of employment, capacity held and total hours of experience gained while in that capacity.)*

BEGIN DATE OF EMPLOYMENT: \_\_\_\_\_ END DATE OF EMPLOYMENT: \_\_\_\_\_

CAPACITY: \_\_\_\_\_ TOTAL HOURS EXPERIENCE: \_\_\_\_\_  
*(DO NOT LIST JOB TITLE)*

- c) **OTHER EXPERIENCE:** Working experience gained by the applicant while engaged directly in the installation of electrical wiring and equipment governed by the National Electrical Code or work activities directly related thereto.  
*(Examples: Journeyman or Mechanic. Enter dates of employment, capacity held and total hours of experience gained while in that capacity.)*

BEGIN DATE OF EMPLOYMENT: \_\_\_\_\_ END DATE OF EMPLOYMENT: \_\_\_\_\_

CAPACITY: \_\_\_\_\_ TOTAL HOURS EXPERIENCE: \_\_\_\_\_  
*(DO NOT LIST JOB TITLE)*

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

Other comments: \_\_\_\_\_

EMPLOYER BUSINESS NAME \_\_\_\_\_

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

(SEAL)

Notary Signature \_\_\_\_\_ My Commission Expires \_\_\_\_\_

**(BOARD USE ONLY)**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



**.0202 EXPERIENCE**

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

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

In calculating accumulative primary experience, a total of 2,000 hours shall equal one creditable year. The total number of creditable years shall be calculated by dividing the total hours of primary experience by 2,000. Example: Applicant has worked in primary capacity for a total of 7,200 hours of primary experience.  $7,200 / 2,000 = 3.6$  years creditable primary work experience

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

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

In calculating accumulative secondary experience, a total of 2,000 hours shall equal one creditable year. The total number of creditable years shall be calculated by applying the percentage for creditable secondary experience and dividing the remainder hours by 2,000. Example: Applicant has 1,000 hours of work experience as a helper or regular apprentice and 2,200 hours of experience while enrolled in an approved apprentice training program: 1,000 hours at 80 percent = 800 hours secondary experience; 2,200 hours at 100 percent = 2,200 hours secondary experience;  $800 + 2,200 / 2,000 = 1.5$  years creditable secondary experience

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

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

