



# APPLICATION FOR EXAMINATION

## Application Submittal

Mail: NCBEEC, 3101 Industrial Drive,  
Suite 206, Raleigh, NC 27609

Email: [Office@ncbeec.org](mailto:Office@ncbeec.org)

Fax: (800) 691-8399

**\$90.00 FEE (INCLUDES APPLICATION AND EXAMINATION) FOR ALL CLASSIFICATIONS**

**\*\*PLEASE NOTE: APPLICATION FEE IS NON-REFUNDABLE\*\***

Before completing, PLEASE READ "0200-EXAMINATIONS" within the Examination Information Handbook.

1. CLASSIFICATION OF EXAMINATION (CHECK **ONE** CLASSIFICATION):

- LIMITED       INTERMEDIATE       UNLIMITED       SP-SFD       SP-FA/LV  
 SP-PH       SP-EL       SP-WP       SP-ES       SP-SP

2. NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
FIRST MIDDLE LAST

ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_  
STREET, P.O. BOX OR RURAL ROUTE CITY STATE

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
AREA CODE

3. HAVE YOU EVER BEEN APPROVED TO TAKE AN EXAMINATION CONDUCTED BY THIS BOARD FOR AN ELECTRICAL CONTRACTING LICENSE?

\_\_\_\_\_ WHICH CLASSIFICATION? \_\_\_\_\_

4. NAME OF PRESENT EMPLOYER \_\_\_\_\_

COMPLETE MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ DATE EMPLOYED \_\_\_\_\_  
AREA CODE

IN WHAT CAPACITY ARE YOU PRESENTLY EMPLOYED? \_\_\_\_\_

**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.**

**ALL CANDIDATE BACKGROUNDS ARE RESEARCHED AND VERIFIED. PROVIDING FALSE INFORMATION WILL RESULT IN AN ENFORCEMENT INVESTIGATION BY THE BOARD.**

5 a. HAVE YOU BEEN CONVICTED OF A **MISDEMEANOR** (EXCLUDING MINOR TRAFFIC VIOLATIONS) IN THE **PAST 3 YEARS**?  YES  NO

b. 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. \_\_\_\_\_

6. THE APPLICANT AUTHORIZES THE BOARD TO RESEARCH AND VERIFY THE INFORMATION SUBMITTED CONCERNING THIS APPLICATION.

DATE \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_

7. METHOD OF PAYMENT  CHECK (made payable to NCBEEC)  CREDIT CARD

CARD NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

NAME ON CARD \_\_\_\_\_ BILLING ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

(FOR BOARD USE ONLY)

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_ FEE \$ \_\_\_\_\_ BATCH \_\_\_\_\_

EXPERIENCE \_\_\_\_\_ S&D FORMS \_\_\_\_\_ CHARACTER FORMS \_\_\_\_\_

DATA ENTRY \_\_\_\_\_ BY \_\_\_\_\_ BACKGROUND CHECK \_\_\_\_\_



**IMPORTANT - READ CAREFULLY**

To be considered for a qualifying examination administered by the Board, the applicant must be at least eighteen (18) years as certified by date of birth shown on the application and must submit a completed application form, together with the following required information:

- Statements from present and/or past employer(s) satisfactorily verifying that the applicant has acquired the minimum years of experience for the examination classification desired (see *Employer Statement Forms*, in back of this bulletin).
- Statement from **TWO (2)** responsible persons attesting to applicant's good character (see *Character Statement Forms*, in back of this bulletin).
- **UNLIMITED CLASSIFICATION ONLY:** Statements from **TWO (2)** responsible persons attesting to applicant's ability to satisfactorily supervise and direct all electrical wiring or electrical installation work done by an electrical contracting business in the **UNLIMITED CLASSIFICATION** (see *Supervise and Direct Statement Forms*, in back of this bulletin).
- Appropriate application **and** examination fee in a check or money order payable to the "NCBEEC" or payment by credit card.

**A candidate who fails an examination shall not be eligible to take another examination in the same classification until 3-months after the date of the failed examination. Should you miss your examination or fail to register for your examination within your 90-day authorization period, you must re-apply to the Board.**

**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 that 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 "NCBEEC".

**CRIMINAL BACKGROUND AND 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. Answering "yes" to any of these questions or having a conviction, disciplinary or adverse employment action is not automatically a basis for denial of licensure.

When an applicant has a criminal conviction, the Board will consider:

- (1) The level and seriousness of the crime.
- (2) The date of the crime.
- (3) The age of the person at the time of the crime.
- (4) The circumstances surrounding the commission of the crime, if known.
- (5) The nexus between the criminal conduct and the prospective duties of the applicant as a licensee.
- (6) The prison, jail, probation, parole, rehabilitation, and employment records of the applicant since the date the crime was committed.
- (6a) The completion of, or active participation in, rehabilitative drug or alcohol treatment.
- (6b) A Certificate of Relief granted pursuant to North Carolina Gen. Stat. § 15A-173.2.
- (7) The subsequent commission of a crime by the applicant.
- (8) Any affidavits or other written documents, including character references.

If Board staff is unable to approve an application, the applicant has the right to request to have that application heard by the members of the Board. Any such request should be submitted in writing to the Board's Executive Director. The Board will conduct that hearing pursuant to the North Carolina Administrative Procedure Act and the Board's own hearing rules. As a result of the evidence presented at that hearing and considering the considerations outlined above, the Board may refuse to grant or may condition a license if it finds any of the grounds for doing so under North Carolina Gen. Stat. § 90-85.38(a).

If the applicant wishes to appeal the Board's final decision, the applicant may seek review of the decision by filing a petition for judicial review in the Superior Court pursuant to Article 4 of the Administrative Procedure Act, North Carolina Gen. Stat. § 150B-43 et seq.