



APPLICATION FOR LICENSE: NASCLA

NC STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS
Phone: (919) 733-9042 Web: www.ncbeec.org

Application Submittal:

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

Email: Office@ncbeec.org

Fax: (800) 691-8399

IMPORTANT – READ CAREFULLY

Applicants who have taken and passed the NASCLA Accredited Electrical Examination: Electrical Contractor/Master Electrician, may obtain ANY license classification in North Carolina.

Applicants who have taken and passed the NASCLA Accredited Electrical Examination: Residential Electrical Contractor, may ONLY obtain the Special Restricted: Single-Family Residential Dwelling (SP-SFD) classification license in North Carolina.

APPLICATION REQUIREMENTS

All license applicants must include the following with their application:

1. A completed application for the license classification chosen, including the applicable license fee listed on the application.
2. Each qualified individual listed on this application must have taken and passed a qualifying examination with the National Association of State Contractor's Licensing Agencies (NASCLA).
3. Order and send required NASCLA examination transcripts. You must create/log in to your account on NASCLA's National Examination Database (NED) system and order your exam transcripts to be sent to this Board through the NED system. Transcripts of examination results are received digitally by this Board from the applicant via the NED system. NASCLA examination transcripts must be received by this Board on the NED system before your license application will be processed. Paper copies of examination results/information will not be accepted in lieu of digital NED transcripts.

To order NASCLA examination transcripts, visit the NASCLA NED website at <https://ned.nascla.org>.

4. Signed and notarized Affidavit form completed by the applicant.
5. Two (2) completed Character Statement forms.
6. Complete the North Carolina Laws, Rules and Business Practices test located at the end of this application. All applicants applying for a license under a technical examination waiver agreement must pass the attached 25 question examination included at the end of this application. The test questions are developed from the NASCLA Business and Project Management for Contractors: North Carolina Electrical Contractors' Edition booklet and from the Board Laws & Rules available online at www.ncbeec.org/laws-rules.
7. **Corporations/Limited Liability Companies ONLY:** If your business is 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 company has obtained a certificate of authority from the NC Secretary of State. For more information visit www.sosnc.gov or call (919) 814-5400.
8. **Unlimited (U) Classification Applications ONLY:**
 - a. 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).
 - b. Two (2) completed Supervise and Direct forms.
9. **Intermediate (I) Classification Applications ONLY:**
 - a. 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 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 AND 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.
- (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.*