



### ADD/DROP FORM: QUALIFIED INDIVIDUAL

Submit Completed Forms To:

Mail: NCBEEC, 505 N. Greenfield Pkwy, Ste. 100  
Garner, NC 27529

Email: office@ncbeec.org

Fax: (800) 691-8399

**IMPORTANT: Removing a license holder** (primary qualified individual to whom the electrical license belongs) **from a company will make BOTH the company and the license INACTIVE and unable to perform electrical work in North Carolina.** All companies must be listed under an active license to perform electrical work in North Carolina; all licenses must have an active company listed under it to perform work in North Carolina.

**PLEASE NOTE: YOU CANNOT CHANGE THE COMPANY LISTED ON A LICENSE USING THIS FORM.** TO CHANGE THE COMPANY NAME ON A LICENSE, USE THE "LICENSE REISSUANCE/COMPANY NAME CHANGE APPLICATION".

1. CURRENT LICENSE NUMBER: \_\_\_\_\_

2. BUSINESS/FIRM NAME: \_\_\_\_\_

3. A) **ADD QUALIFIER(S):**

PLEASE PROVIDE THE FULL NAME, SIGNATURE, SSN, AND EFFECTIVE DATE FOR EACH QUALIFIED INDIVIDUAL TO BE ADDED TO THE LICENSE:

FULL NAME	SIGNATURE	DOB	SSN	DATE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

B) **REMOVE QUALIFIER(S):**

PLEASE PROVIDE THE FULL NAME, SIGNATURE, SSN, AND EFFECTIVE DATE FOR EACH QUALIFIED INDIVIDUAL TO BE REMOVED FROM THE LICENSE:

FULL NAME	SIGNATURE	DOB	SSN	DATE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4. I CERTIFY THAT I HAVE READ THE PUBLIC NOTICE STATEMENT REGARDING EMPLOYEE MISCLASSIFICATION INCLUDED WITH THIS FORM 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.

UNDER STATE LAW, AN APPLICANT IS NOT REQUIRED TO INCLUDE A REFERENCE TO OR INFORMATION CONCERNING ANY ARREST, CHARGE OR CONVICTION THAT HAVE BEEN EXPUNGED

5. HAS THE OWNER, ANY PARTNER, ANY OFFICER, ANY MEMBER, OR ANY QUALIFIED INDIVIDUAL BEEN CONVICTED OF A MISDEMEANOR DURING THE PAST 3 YEARS (EXCLUDING MINOR TRAFFIC VIOLATIONS) ?  YES  NO

6. 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.

7. 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.

APPLICANT SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

(BOARD USE ONLY)

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