




State of Alabama
The Alabama Board of Electrical Contractors
2777 Zelda Road
Montgomery, AL 36106
(334) 420-7232
Fax (334) 263-6115
www.aecb.alabama.gov

Memorandum:

TO: Prospective Reciprocity Applicant

FROM: Keith E. Warren 
Executive Director

SUBJECT: Reciprocity with Georgia, Louisiana, Mississippi, North Carolina,
South Carolina, Tennessee or Virginia

**THE SAME APPLICATION IS USED FOR PERSONS APPLYING FOR THE EXAM OR
RECIPROCIITY. EVERYONE MUST SUBMIT THE SAME INFORMATION.**

In order to receive an Alabama Electrical Contractors license through reciprocity, you must comply with the following:

1. A complete application, section 2 applicant information must be completed. Business entity job list and work Affidavits. If self-employed, sign twice under section 4 of application notarized signature, photograph attached and returned to the Board office. Citizenship compliance with Ala. Code §34-14A-7. **All Forms must be original**
2. One **cashier's check or money order** in the amount of **\$315.00** made payable to the Alabama Electrical Contractors Board. **No Company or Personal Checks are accepted.**
3. Copy of State License from State Board reciprocating from.
4. **An original letter (no faxes, copies, online letters or score sheets form testing centers)** from the state licensing board verifying your license and stating that you are in good standing, passed that State's **examination receiving a grade of 70 or more** and **said license is an unlimited/unrestricted license.** ***This letter must be with your application not sent separately.***

Applications will be reviewed by the Board at their quarterly meetings. Refer to the calendar for Board meeting dates.



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ELECTRICAL CONTRACTOR APPLICATION INFORMATION AND INSTRUCTIONS BY EXAMINATION OR RECIPROCITY AGREEMENT

1. **APPLICATION REVIEW BY EXAMINATION** – Applications for the examination are reviewed at the Board's quarterly meetings. Applications are to be submitted to the Board Office on or before the deadline (Meeting Schedule Enclosed). Applications received after the deadline will remain in the Board Office until the next quarterly meeting. You will be notified of your approval to submit a fee of \$165 (**Cashier's Check or Money Order**) within 10 days after being approved. Once this fee is paid, you will receive an authorization letter with instructions to schedule the examination within 90 days. All scores are reported by mail. If you do not pass, you will receive a form to retake the examination. Do not submit your application in a quarter that you will not be prepared to take the examination. Authorization letters are not transferable. You will be required to submit a re-take form (available on the web site) along with an additional examination fee if you fail to schedule and take your examination within the authorized 90 days.

APPLICATION INSTRUCTIONS

In order for your application to be reviewed by the Board, it must be complete and include all the following information:

- ✓ **Mark the appropriate category (By Exam or Reciprocal)**
- ✓ **All Questions and Information Requested is Complete**
- ✓ **Obtained Required and Notarized Signatures**
- ✓ **Passport Photo (2x2)**
- ✓ **Completed Work Experience and Work Affidavit (This Information is Required for Both the Exam and Reciprocity)**

REQUIRED EXPERIENCE

The required experience to qualify for this examination is to be in the commercial, industrial or residential new construction fields. You must have held a supervisory or managerial position for the required amount of time. **Maintenance experience of any type will not be counted towards the**

required amount of time. The Work Affidavit must be completed by someone in the Human Resources Department, Company President/CEO, Electrical Contractor, Master Electrician, Electrical Engineer or Electrical Inspector. You cannot sign your own work affidavit. If you are self-employed sign twice under section 4 Affidavit of Applicant / Owner President

The application must have a minimum 8,000 hours of supervisory electrical construction experience. As defined in Chapter 303-X-2-.02(b)(1): “Persons applying for a state wide electrical contractor examination must demonstrate a minimum of four (4) years’ experience that shows that you have designed, planned, laid-out and directly supervised electrical construction activities and the installing of electrical components.”

Qualified Education

Applicant may substitute (1) year of education in electrical curriculum for one-half (1/2) year electrical experience for a maximum of two (2) years credit of the four (4) years’ experience requirements. The applicant must submit a copy of the diploma, certificate, or transcript.

2. Applicants Applying By Waiver / Reciprocity Agreement

A. All reciprocal applicants must meet the experience requirements listed above. An applicant also must have passed a standardized examination with one of the participating state(s): Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee or Virginia. The applicant must not have any outstanding complaints with any other licensing agency, and all applicants must be currently licensed and in good standing. This completed application along with a copy of license issued by the state licensing board showing you have an electrical contractor’s license in the category in which you are applying. **An original letter from the state licensing board verifying (copies, faxes and online verifications are not accepted) the original verification letter must be included with the application**, that you hold an unlimited/unrestricted license and passed the required examination. **The reciprocity fee of \$315.00 (Cashier’s Check or Money Order) must accompany the application.**

B. Note that State law requires any electrical contractor performing a job over \$50,000 must have an appropriate license issued by the Alabama Licensing Board for General Contractors Board. Questions regarding this contact the General Contractors Board at 1-800-356-6361 or www.genconbd.state.al.us .

2. **APPLICANT INFORMATION:** This is the individual that is applying for licensure by exam or reciprocity.

Name: _____
(First) (M) (Last)

SSN: _____

Home Address: _____
(Street) (City) (State) (Zip)

Contact Telephone: (_____) _____ Cellular: (____) _____

3. BACKGROUND INFORMATION OF APPLICANT

Attach documents and or a written explanation for each "Yes" answer.

* Have you ever been disciplined for contracting/practicing as an electrical contractor or without being properly licensed?
_____ YES _____ NO

* Is any investigation or disciplinary action currently pending against you by any regulatory authority?
_____ YES _____ NO

*Have you or any organization of which you are or were an officer, principal, qualifying party or major shareholder ever been issued a Cease and Desist Order for contracting / practicing without being proper licensed?
_____ YES _____ NO

4. AFFIDAVIT OF APPLICANT/ OWNER PRESIDENT:

I, the applicant listed on this application, am a full-time employee in a responsible management position with the applicant requesting this license. **I, the applicant, and I the owner / president** affirm that all statements contained herein are true and correct to the best of our knowledge. **We** further understand that false or incorrect information provided by either of us may result in the cancellation or denial of license issued pursuant to this application and may be subject to civil and criminal proceedings. **We** agree that all information in this application can be verified and investigated. **We** have read, and are familiar with the Alabama code of Laws Act regulating contracting and hereby agree to abide by such laws.

Signature of Applicant Title Date

Signature of Owner / President Title Date

Sworn and Subscribed before me this _____ day of _____
My Commission Expires _____

Notary Public
State of _____ County of _____

*****Note: MUST BE SIGNED & NOTARIZED OR APPLICATION WILL BE RETURNED.**

Business Entity Job list

All applying for Electrical Contractors License (Reciprocal Also) must complete the job list.

List of jobs you supervised to demonstrate 8,000 hours of experience.
If claiming education list here enclose proof (transcripts or diploma)

	Name of Job Supervise	Total Project Hrs.	Location	
A. Job Start Date (Mo/Yr) B. Job End Date (Mo/Yr)				
A. Job Start Date (Mo/Yr) B. Job End Date (Mo/Yr)				
A. Job Start Date (Mo/Yr) B. Job End Date (Mo/Yr)				
A. Job Start Date (Mo/Yr) B. Job End Date (Mo/Yr)				
A. Job Start Date (Mo/Yr) B. Job End Date (Mo/Yr)				
A. Job Start Date (Mo/Yr) B. Job End Date (Mo/Yr)				

Note: Additional Space needed copy and attach.

WORK AFFIDAVIT

The information below is requested by the Alabama Electrical Contractors Board and must accompany the application of an applicant to take the Electrical Contractors Examination or Journeyman Electricians Examination.

Applicant must furnish the Board a separate affidavit from each employer or company listed on this application, certifying the hours in electrical construction work. Applicant CANNOT certify his/her own electrical hours. If applicant is self-employed do not use this form: Sign both sections under Section 4. Affidavit of Applicant / Owner President.

TYPED OR PRINTED

On this _____ day of _____, 20____, I hereby certify that

(Last Name)
(Middle Initial)

(First Name)

Was employed by _____
Company Name

_____ in the capacity of:
Company Address, City, State, Zip Code

If employed in more than one capacity, list each Supervisory Position / Title and the period of time applicable. Dates on work affidavit must match dates listed on the Business Entity Job list. A minimum of 8,000 hours must be certified.

Supervisory Position/Title _____ from the _____ day of _____

through the _____ day of _____, _____. Total hours worked _____

Supervisory Position /Title _____ from the _____ day of _____

Through the _____ day of _____, _____. Total hours worked _____

Total Time Worked

I certify that the above statements are true and correct according to the Company Records and/or my personal knowledge.

This _____ day of _____, 20____

NOTARY

My Commission Expires _____

(Seal)

Name (PLEASE PRINT)

Signature

Company

LIC # or Title

(_____) _____ (_____) _____
Phone Fax

Email: _____

CITIZENSHIP OR LAWFUL PRESENCE

This supplement to the Application/Renewal form is to be completed in compliance with Ala. Code §§ 31-13-7 and 34-4-21(b) (1975 as amended).

This section must be completed by the individual Applicant, or, if the Applicant is a business entity engaging in the business of Electrical Contracting in the State of Alabama, as defined in Ala. Code § 34-4-1, et seq.,

1) Are you a citizen of the United States?

Yes No If "yes" please read the declaration below, sign and provide the requested.

Proof of citizenship.
If "no," see question 2 below.

YOU MUST PROVIDE PROOF OF CITIZENSHIP BY SUBMITTING A COPY OF ONE OF THE FORMS OF IDENTIFICATION INCLUDED ON THE ATTACHED LIST WITH YOUR APPLICATION.

I hereby declare that I am a citizen of the United States of America. I sign this declaration under penalty of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree, pursuant to Ala. Code § 13A-10-102.

Signature

Date

2) If you are not a citizen of the United States, are you an alien who is lawfully present in the United States of America?

Yes No If "yes" please read the declaration below, sign and provide the requested Proof of lawful presence.

YOU MUST PROVIDE PROOF OF LAWFUL PRESENCE IN THE UNITED STATES BY SUBMITTING A COPY OF ONE OF THE FORMS OF IDENTIFICATION INCLUDED ON THE ATTACHED LIST WITH YOUR LICENSE APPLICATION.

I hereby declare that I am an alien lawfully present in the United States of America. I sign This declaration under penalty of perjury; making a false, fictitious, or fraudulent statement or Representation in this declaration is perjury in the second degree, pursuant to Ala. Code § 13A-10-102.

Signature

Date: _____

PROOF OF CITIZENSHIP

Ala. Code § 31-13-29(g)

1. A driver's license or no driver's identification card issued by the Alabama Department of Public Safety or the equivalent governmental agency of another state within the United States, provided that the governmental agency of another state within the United States requires proof of lawful presence in the United States as a condition of issuance of the driver's license or no driver's identification card.
2. A birth certification indicating birth in the United States or one of its territories.
3. Pertinent pages of a United States valid or expired passport identifying the person and the person's passport number, or the person's United States passport.
4. United States naturalization documents on the number of certificate of naturalization.
5. Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.
6. Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.
7. A consular report of birthday abroad of a citizen of the United States of America.
8. A certification of citizenship issued by the United States Citizenship and Immigration Services.
9. A certification of report of birth issued by the United States Department of State.
10. An American Indian card, with KIC classification, issued by the United States Department Of Homeland Security.
11. Final adoption decree showing the person's name and United States birthplace.
12. An official United States military record of service showing the applicant's place of birth in the United States.
13. An extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States.
14. AL-Verify.
15. A valid Uniformed Services Privileges and Identification Card.
16. Any other form of identification that the Alabama Department of Revenue authorizes through Administrative rule promulgated pursuant to the Alabama Administrative Procedure Act, to be used to demonstrate or confirm a person's United States citizenship or lawful presence in the United States, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

PROOF OF LAWFUL PRESENCE OF NON-CITIZEN

Ala. Code § 31-13-3(10)

1. A valid, unexpired Alabama driver's license.
2. A valid, unexpired Alabama no driver's identification card.
3. A valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier.
4. Any valid United States federal or state government issued identification document bearing A photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the United States before issuance.
5. A foreign passport with an unexpired United States Visa and a corresponding stamp or Notation by the United States Department of Homeland Security indicating the bearer's admission to the United States.
6. A foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer's admission to the United States.

**FOR BOARD
USE ONLY**

DATE APPLICATION REVIEWED: _____

BOARD MEMBER

APPROVED FOR EXAMINATION: _____ **YES** _____ **NO**

BOARD MEMBER'S INITIAL _____

DISAPPROVED FOR EXAMINATION DUE TO:

APPROVED / DENIED FOR RECIPROCITY _____ **YES** _____ **NO**

EXECUTIVE SECRETARY _____

STATE: _____ **DATE:** _____

IF YOU WOULD LIKE TO RECEIVE NOTIFICATION THAT YOU'RE APPLICATION HAS BEEN RECEIVED, SUBMIT THIS PAGE WITH YOUR APPLICATION AND A SELF ADDRESSED RETURN ENVELOPE.

APPLICANTS APPLYING BY RECIPROCITY THIS FORM DOES NOT APPLY.

(Fill in the applicant name and company below)

Applicant / Company: _____

ALECB Date Stamp:

Applicant:

YOUR APPLICATION HAS BEEN RECEIVED BY THE ALABAMA ELECTRICAL CONTRACTORS BOARD ON THE DATE STAMPED ABOVE.

YOU WILL NEED TO REFER TO THE BOARD'S APPLICATION DEADLINE AND MEETING CALENDAR IN ORDER TO KNOW WHEN THE APPLICATION WILL BE REVIEWED FOR APPROVAL TO TAKE THE EXAMINATION. IF THIS LETTER IS RETURNED TO YOU THE BOARD'S STAFF HAS REVIEWED THE APPLICATION AND CONSIDERS IT TO BE COMPLETE. (NOTE: Board's STAFF DOES NOT EVALUATE OR APPROVE APPLICATIONS FOR EXAMINATION. THE BOARD MUST REVIEW ALL APPLICATIONS IN ORDER FOR THEM TO BE APPROVED.

If the application is not considered to be complete by the Board's staff you will receive your application along with written instructions on what is needed to complete the application.