

**INSTRUCTIONS**  
**\* MUST READ \***

In order to take an examination offered by the Board (Electrical Contractor or Journeyman Electrician), you must complete the appropriate application and submit all required information by the established deadline before your application will be reviewed by the Board. You should download the calendar to familiarize yourself with the deadlines and the Board meeting dates in which applications are reviewed. Once your application is approved, you will be issued an authorization letter outlining instructions on how to schedule your examination. This authorization letter is only **valid for 90 days**. 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.

**Electrical Contractor**

You must complete the application; have a Work Affidavit(s) completed to document 8,000 (Four Years) hours of experience by a current or past employer. **If Applicant is self employed do not use Affidavit. You must submit a signed notarized letter to the Board.** With date business started and that you are self-employed and supervised all jobs listed on Business Entity Job list (**you still have to complete the Business Entity Job List**). The application must be signed, notarized and have a current photograph (2 x 2 passport size) attached in the appropriate area.

The required experience to qualify for this examination is to be in the commercial, industrial or residential 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 employment affidavit even if you are self-employed. If you are self-employed and there is no one listed above that is available to sign a work affidavit, you must write a letter detailing the dates you went into business and a description of the electrical experience acquired in the business.

### **Journeyman Electrician**

You must complete the application; have a Work Affidavit(s) completed to document 8,000 (Four Years) hours of experience by a current or past employer. The application must be signed, notarized and have a current photograph attached in the appropriate area.

The Work Affidavit(s) must be completed by someone in the Human Resources Department, Company President/CEO, Electrician Contractor, Master Electrician, Electrical Engineer or Electrical Inspector. You cannot sign your own work affidavit. You can provide hours on a Work Affidavit or Notarized Statement from a certified apprenticeship program that is certified by the Department of Labor. Hours being certified through an apprenticeship program must be verified (signed) by the Program Director, Executive Director or a responsible party of the program.

### **Qualified Education**

You are eligible to receive credit towards your experience from education obtained from vocation, post-secondary, or college level programs. You must document this education on the application and submit transcripts of this program in order to receive credit.