



# APPLICATION FOR LICENSE BY RECIPROCITY: WEST VIRGINIA

## NC STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS

Phone: (919) 733-9042 Web: [www.ncbeec.org](http://www.ncbeec.org)

### Application Submittal:

Mail: NCBEEC, 505 N. Greenfield Pkwy, Suite 100, Garner, NC 27529  
Email: [Office@ncbeec.org](mailto:Office@ncbeec.org) Fax: (800) 691-8399

West Virginia licensed Master electrical contractors must have held an active Master Electrician certification and license in the state of WV for at least 3 consecutive years to be eligible for reciprocity with North Carolina. Applicants who meet the criteria above may apply for any classification of electrical contracting license in North Carolina via reciprocity.

### APPLICATION CHECKLIST:

- Completed License Application** (form enclosed) including applicable license fee for the classification chosen.
- Official Verification of Electrical Licensure / Examination** from the state where the examination and license were originally taken and obtained. To request a license/exam verification, contact the issuing state authority (i.e. the Board for the state you're reciprocating from) to request the verification. The issuing authority should complete and sign the license/examination verification. Copies of licenses and/or examination scores will not be accepted. There may be a fee associated with this request.
- 2 Character Statement Forms** (forms enclosed) from at least two persons who are knowledgeable of and can attest to the applicants' good character.
- Qualified Individual Affidavit** form (form enclosed) completed by the applicant.
- North Carolina Laws, Rules and Business Practices Examination** (enclosed) should be completed and submitted with your application. All applicants, who are applying for a license under a technical examination waiver agreement (i.e. under a reciprocal agreement), must pass the attached 25 question examination located 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 available at [www.nascla.org](http://www.nascla.org) and from the Board Laws & Rules available online at [www.ncbeec.org/laws-rules](http://www.ncbeec.org/laws-rules).
- (Unlimited Classification Applicants ONLY)*  
**2 Supervise & Direct Statement Forms** (forms enclosed) from at least two persons who are knowledgeable of and can attest to the applicants' ability to supervise and direct all electrical work.
- (Unlimited Classification Applicants ONLY)*  
**Unlimited Statement of Bonding Ability** (form enclosed) 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).
- (Intermediate Classification Applicants ONLY)*  
**Intermediate Statement of Bonding Ability** (form enclosed) 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).
- (Inc. or LLC Companies ONLY)*  
**Register Business with the NC Secretary of State** if the company you are attaching to your license that is listed on this application is an LLC or a Corporation.  
If you plan to start, or are adding, a business that is a corporation (Inc.) or limited liability company (LLC) to your new license, the business must be registered with the NC Secretary of State. We will not issue a license for a corporation nor a limited liability company unless the company has obtained a certificate of authority from the North Carolina Secretary of State. For more information visit [www.sosnc.gov](http://www.sosnc.gov) or call 814-5400.

**PLEASE ALLOW 7 - 10 BUSINESS DAYS FOR PROCESSING**



**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.*





**SECTION 3: EMPLOYEE CLASSIFICATION INFORMATION**

13. I CERTIFY THAT I HAVE READ THE PUBLIC NOTICE STATEMENT REGARDING **EMPLOYEE MISCLASSIFICATION** INCLUDED WITH THIS APPLICATION 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.

**SECTION 4: LEGAL INFORMATION**

**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.**

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

15. 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.

16. 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.**

SIGNATURE OF APPLICANT \_\_\_\_\_ TITLE \_\_\_\_\_

**SECTION 5: PAYMENT INFORMATION**

PAYMENT METHOD:  CHECK  MONEY ORDER  CREDIT CARD  
*(CHECK / MONEY ORDER SHOULD BE MADE PAYABLE TO NCBEEC)*

CREDIT CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

NAME ON CARD \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_  
*STREET ADDRESS*

CITY

STATE

ZIP



### LICENSE/EXAM VERIFICATION

APPLICANTS COMPLETE SECTION 1. SEND FORM TO YOUR STATES' LICENSING BOARD FOR COMPLETION OF SECTIONS 2 AND 3.

#### SECTION 1. LICENSE INFORMATION

**EXACT NAME AND ADDRESS IN WHICH CURRENT ELECTRICAL CONTRACTING LICENSE IS ISSUED:**

LICENSE ISSUED TO: \_\_\_\_\_

BUSINESS NAME AS LISTED ON LICENSE: \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_ CLASSIFICATION(S): \_\_\_\_\_

ORIGINAL LICENSE ISSUED DATE: \_\_\_\_\_ CURRENT LICENSE EXPIRATION DATE: \_\_\_\_\_

#### SECTION 2. QUALIFICATION INFORMATION (TO BE COMPLETED BY LICENSING BOARD OFFICIAL)

**EXACT NAME AND SOCIAL SECURITY NUMBER** OF EACH PERSON WHO HAS INDIVIDUALLY QUALIFIED FOR LICENSE BY HAVING TAKEN AND PASSED THE NORMALLY REQUIRED STATE QUALIFYING EXAMINATION TOGETHER WITH THE DATE EACH SUCH PERSON PASSED SAID EXAMINATION:

<u>NAME</u>	<u>SOCIAL SECURITY NUMBER</u>	<u>DATE QUALIFIED BY EXAMINATION</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

WAS THIS LICENSE ISSUED RECIPROCITY/ENDORSEMENT? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, WHAT STATE? \_\_\_\_\_

#### SECTION 3. DISCIPLINARY ACTION (TO BE COMPLETED BY LICENSING BOARD OFFICIAL)

HAS THIS LICENSEE EVER HAD ANY DISCIPLINARY ACTION TAKEN AGAINST HIS/HER LICENSE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF **YES**, PLEASE PROVIDE ADDITIONAL INFORMATION:

- DATE OF DISCIPLINE: \_\_\_\_\_
- DISCIPLINARY ACTIONS: \_\_\_\_\_
- TERMS OF DISCIPLINARY ACTION BEEN SATISFIED: YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE TITLE DATE

(BOARD SEAL)



### QUALIFIED INDIVIDUAL AFFIDAVIT

TO BE COMPLETED BY THE APPLICANT AS THE QUALIFIED INDIVIDUAL APPLYING FOR LICENSURE

I, \_\_\_\_\_, affirm that: (State)  
*(Full Name of Qualified Individual)*

1. I am/will be, the Qualified Individual of \_\_\_\_\_ in North Carolina.  
*(Name of Company/Firm)*

2. I currently hold and/or have held licenses in the following states: *(List any states in which you have held an Electrical Contracting license. If none, list N/A.)*

\_\_\_\_\_

3. I have been a licensed Electrical Contractor for a total of \_\_\_\_\_ years.  
*(Years Licensed)*

4. I, the Qualified Individual, am seeking to become licensed as an Electrical Contractor in the state of North Carolina. I have taken and passed a qualifying examination the state of \_\_\_\_\_. I certify that I meet the requirements for licensure in North Carolina.

By executing this affidavit, I and the firm agree to comply with all laws and regulations of the state of North Carolina and its agencies.

\_\_\_\_\_  
*(Signature of Qualified Individual)* \_\_\_\_\_  
*(Date)*

#### ACKNOWLEDGMENT

State of \_\_\_\_\_  
County of \_\_\_\_\_

I certify that the following person personally appeared before me this day, acknowledging to me that he or she signed the foregoing document: \_\_\_\_\_  
*Name of principal*

Date: \_\_\_\_\_ \_\_\_\_\_  
*Official Signature of Notary*

*(Official Seal)* \_\_\_\_\_, Notary Public  
*Notary's printed or typed name*

My commission expires: \_\_\_\_\_



INTERMEDIATE STATEMENT OF BONDING ABILITY

The license applicant named below is required to furnish this statement of bonding ability with application to the North Carolina STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS for a license to engage or offer to engage in the business of electrical contracting in the State of North Carolina. This form should be completed by applicant's insurance agent or bonding company official.

DATE: \_\_\_\_\_

1. IDENTIFICATION OF LICENSE APPLICANT: EXACT NAME IN WHICH NORTH CAROLINA ELECTRICAL CONTRACTING LICENSE IS TO BE ISSUED (MUST BE EXACT NAME IN WHICH FIRM WILL BE CONDUCTING BUSINESS OF ELECTRICAL CONTRACTING IN NORTH CAROLINA):

\_\_\_\_\_

MAILING ADDRESS: STREET/P.O. BOX \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

2. PLEASE LIST BY AMOUNT ONLY THE THREE LARGEST JOBS FOR WHICH YOUR COMPANY HAS BONDED THIS APPLICANT: (a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_

3. IS YOUR BONDING RELATIONSHIP WITH THIS APPLICANT SATISFACTORY AT THE PRESENT TIME: YES [ ] NO [ ] IF NO, PLEASE EXPLAIN: \_\_\_\_\_

4. WHAT TYPE FINANCIAL STATEMENT DOES YOUR COMPANY REQUIRE FROM THIS APPLICANT? (a) [ ] INDEPENDENT ACCOUNTANT'S CERTIFIED STATEMENT (b) [ ] INDEPENDENT ACCOUNTANT'S UNAUDITED STATEMENT (c) [ ] STATEMENT PREPARED BY ACCOUNTANT

5. THE APPLICANT FOR AN INTERMEDIATE LICENSE IS REQUIRED TO PROVIDE SATISFACTORY VERIFICATION OF ITS/HIS ABILITY TO FURNISH PERFORMANCE BONDS FOR ELECTRICAL CONTRACTING PROJECTS HAVING A VALUE IN EXCESS OF \$60,000.00. SUBJECT TO YOUR NORMALLY EXPECTED INDIVIDUAL JOB UNDERWRITING PROCEDURES AND YOUR RIGHT NOT TO EXCEED THIS APPLICANT'S LINE OF BONDING CREDIT, DOES YOUR COMPANY FEEL THAT THIS APPLICANT WOULD BE ELIGIBLE ON THIS DATE FOR A BOND IN EXCESS OF \$60,000.00? (NOTE: THIS IS STRICTLY A BONDING ABILITY STATEMENT AS OF THE DATE SHOWN ABOVE AND IN NO WAY COMMITS YOUR COMPANY TO THE ISSUANCE OF A BOND OF ANY TYPE TO THIS APPLICANT.) YES [ ] NO [ ]

6. IS YOUR COMPANY DULY LICENSED TO TRANSACT BUSINESS IN THE STATE OF NORTH CAROLINA AND IN GOOD STANDING WITH THE NORTH CAROLINA DEPARTMENT OF INSURANCE? YES [ ] NO [ ]

THIS STATEMENT MUST BE SIGNED UNDER THE NAME OF THE BONDING COMPANY AND MUST BE SIGNED BY EITHER A COMPANY REPRESENTATIVE OR BY A DULY LICENSED AGENT OF THE COMPANY, AND THE COMPANY REPRESENTATIVE OR THE AGENT MUST ATTACH POWER OF ATTORNEY AUTHORIZING HIM/HER TO SIGN FOR THE BONDING COMPANY, DATED THE SAME DATE AS SHOWN AT THE TOP OF THIS STATEMENT OF BONDING ABILITY.

NAME OF BONDING COMPANY: \_\_\_\_\_

BONDING COMPANY OFFICIAL: \_\_\_\_\_ (SEAL)

BOND AGENT/ATTORNEY IN FACT: \_\_\_\_\_

BONDING COMPANY ADDRESS WHERE COMPANY OFFICIAL IS LOCATED: \_\_\_\_\_

NAME OF INSURANCE AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_



UNLIMITED STATEMENT OF BONDING ABILITY

The license applicant named below is required to furnish this statement of bonding ability with application to the North Carolina STATE BOARD OF EXAMINERS OF ELECTRICAL CONTRACTORS for a license to engage or offer to engage in the business of electrical contracting in the State of North Carolina. This form should be completed by applicant's insurance agent or bonding company official.

DATE: \_\_\_\_\_

1. IDENTIFICATION OF LICENSE APPLICANT: EXACT NAME IN WHICH NORTH CAROLINA ELECTRICAL CONTRACTING LICENSE IS TO BE ISSUED (MUST BE EXACT NAME IN WHICH FIRM WILL BE CONDUCTING BUSINESS OF ELECTRICAL CONTRACTING IN NORTH CAROLINA):

\_\_\_\_\_

MAILING ADDRESS: STREET/P.O. BOX \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

2. PLEASE LIST BY AMOUNT ONLY THE THREE LARGEST JOBS FOR WHICH YOUR COMPANY HAS BONDED THIS APPLICANT:

(a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_

3. IS YOUR BONDING RELATIONSHIP WITH THIS APPLICANT SATISFACTORY AT THE PRESENT TIME: YES [ ] NO [ ]

IF NO, PLEASE EXPLAIN:

\_\_\_\_\_  
\_\_\_\_\_

4. WHAT TYPE FINANCIAL STATEMENT DOES YOUR COMPANY REQUIRE FROM THIS APPLICANT?

- (a) [ ] INDEPENDENT ACCOUNTANT'S CERTIFIED STATEMENT
(b) [ ] INDEPENDENT ACCOUNTANT'S UNAUDITED STATEMENT
(c) [ ] STATEMENT PREPARED BY ACCOUNTANT

5. THE APPLICANT FOR AN UNLIMITED LICENSE IS REQUIRED TO PROVIDE SATISFACTORY VERIFICATION OF ITS/HIS ABILITY TO FURNISH PERFORMANCE BONDS FOR ELECTRICAL CONTRACTING PROJECTS HAVING A VALUE IN EXCESS OF \$150,000.00. SUBJECT TO YOUR NORMALLY EXPECTED INDIVIDUAL JOB UNDERWRITING PROCEDURES AND YOUR RIGHT NOT TO EXCEED THIS APPLICANT'S LINE OF BONDING CREDIT, DOES YOUR COMPANY FEEL THAT THIS APPLICANT WOULD BE ELIGIBLE ON THIS DATE FOR A BOND IN EXCESS OF \$150,000.00? (NOTE: THIS IS STRICTLY A BONDING ABILITY STATEMENT AS OF THE DATE SHOWN ABOVE AND IN NO WAY COMMITS YOUR COMPANY TO THE ISSUANCE OF A BOND OF ANY TYPE TO THIS APPLICANT.) YES [ ] NO [ ]

6. IS YOUR COMPANY DULY LICENSED TO TRANSACT BUSINESS IN THE STATE OF NORTH CAROLINA AND IN GOOD STANDING WITH THE NORTH CAROLINA DEPARTMENT OF INSURANCE? YES [ ] NO [ ]

THIS STATEMENT MUST BE SIGNED UNDER THE NAME OF THE BONDING COMPANY AND MUST BE SIGNED BY EITHER A COMPANY REPRESENTATIVE OR BY A DULY LICENSED AGENT OF THE COMPANY, AND THE COMPANY REPRESENTATIVE OR THE AGENT MUST ATTACH POWER OF ATTORNEY AUTHORIZING HIM/HER TO SIGN FOR THE BONDING COMPANY, DATED THE SAME DATE AS SHOWN AT THE TOP OF THIS STATEMENT OF BONDING ABILITY.

NAME OF BONDING COMPANY: \_\_\_\_\_

BONDING COMPANY OFFICIAL: \_\_\_\_\_ (SEAL)

BOND AGENT/ATTORNEY IN FACT: \_\_\_\_\_

BONDING COMPANY ADDRESS WHERE COMPANY OFFICIAL IS LOCATED: \_\_\_\_\_

NAME OF INSURANCE AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_





## CHARACTER STATEMENT FORM (1)

**THIS FORM REFERS TO THE APPLICANTS CHARACTER.** TWO (2) WRITTEN STATEMENTS FROM AT LEAST TWO (2) INDIVIDUALS ATTESTING TO THE APPLICANT'S GOOD CHARACTER ARE REQUIRED. EXAMPLES OF ACCEPTABLE CHARACTER WITNESSES INCLUDE BUT ARE NOT LIMITED TO: CO-WORKERS, EMPLOYERS, PROFESSIONAL ASSOCIATES, ETC.

This is to certify that I have known \_\_\_\_\_ for approximately \_\_\_\_\_ years and that in my opinion, they are of good character.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

WITNESS SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(STREET / P.O. BOX)

\_\_\_\_\_  
(CITY / STATE / ZIP CODE)

PHONE: \_\_\_\_\_  
(AREA CODE)

EMAIL: \_\_\_\_\_

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(BOARD USE ONLY)

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



## CHARACTER STATEMENT FORM (2)

**THIS FORM REFERS TO THE APPLICANTS CHARACTER.** TWO (2) WRITTEN STATEMENTS FROM AT LEAST TWO (2) INDIVIDUALS ATTESTING TO THE APPLICANT'S GOOD CHARACTER ARE REQUIRED. EXAMPLES OF ACCEPTABLE CHARACTER WITNESSES INCLUDE BUT ARE NOT LIMITED TO: CO-WORKERS, EMPLOYERS, PROFESSIONAL ASSOCIATES, ETC.

This is to certify that I have known \_\_\_\_\_ for approximately \_\_\_\_\_ years and that in my opinion, they are of good character.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

WITNESS SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(STREET / P.O. BOX)

\_\_\_\_\_  
(CITY / STATE / ZIP CODE)

PHONE: \_\_\_\_\_  
(AREA CODE)

EMAIL: \_\_\_\_\_

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(BOARD USE ONLY)

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



### SUPERVISE AND DIRECT STATEMENT FORM (1)

REQUIRED FOR THE UNLIMITED CLASSIFICATION ONLY.

**THIS FORM REFERS TO THE APPLICANT'S SUPERVISORY ABILITIES.** TWO (2) WRITTEN STATEMENTS FROM AT LEAST TWO (2) PERSONS WHO ARE KNOWLEDGABLE OF THE APPLICANT'S ABILITY TO SUPERVISE AND DIRECT ALL ELECTRICAL WIRING AND ELECTRICAL INSTALLATION WORK DONE BY AN ELECTRICAL CONTRACTING BUSINESS ARE REQUIRED.

THIS FORM MAY ALSO BE USED FOR CHARACTER REFERENCE. EXAMPLES OF ACCEPTABLE WITNESSES INCLUDE BUT ARE NOT LIMITED TO: CO- WORKERS, EMPLOYERS, PROFESSIONAL ASSOCIATES, ETC.

This is to certify that I have known \_\_\_\_\_ for approximately \_\_\_\_ years; that I am knowledgeable of their electrical experience; and that in my opinion they have the ability to satisfactorily supervise and direct all electrical wiring and electrical installation work performed by an electrical contracting business in the Unlimited classification.

Please check one of the following that best describes your opinion of the applicant's character:

- GOOD                       NOT GOOD                       NO OPINION

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

WITNESS SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(STREET / P.O. BOX)

\_\_\_\_\_  
(CITY / STATE / ZIP CODE)

PHONE: \_\_\_\_\_  
(AREA CODE)

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(BOARD USE ONLY)

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



## SUPERVISE AND DIRECT STATEMENT FORM (2)

REQUIRED FOR THE UNLIMITED CLASSIFICATION ONLY.

**THIS FORM REFERS TO THE APPLICANT'S SUPERVISORY ABILITIES.** TWO (2) WRITTEN STATEMENTS FROM AT LEAST TWO (2) PERSONS WHO ARE KNOWLEDGABLE OF THE APPLICANT'S ABILITY TO SUPERVISE AND DIRECT ALL ELECTRICAL WIRING AND ELECTRICAL INSTALLATION WORK DONE BY AN ELECTRICAL CONTRACTING BUSINESS ARE REQUIRED.

THIS FORM MAY ALSO BE USED FOR CHARACTER REFERENCE. EXAMPLES OF ACCEPTABLE WITNESSES INCLUDE BUT ARE NOT LIMITED TO: CO- WORKERS, EMPLOYERS, PROFESSIONAL ASSOCIATES, ETC.

This is to certify that I have known \_\_\_\_\_ for approximately \_\_\_\_ years; that I am knowledgeable of their electrical experience; and that in my opinion they have the ability to satisfactorily supervise and direct all electrical wiring and electrical installation work performed by an electrical contracting business in the Unlimited classification.

Please check one of the following that best describes your opinion of the applicant's character:

GOOD                       NOT GOOD                       NO OPINION

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

WITNESS SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(STREET / P.O. BOX)

\_\_\_\_\_  
(CITY / STATE / ZIP CODE)

PHONE: \_\_\_\_\_  
(AREA CODE)

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(BOARD USE ONLY)

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



## North Carolina Laws, Rules and Business Practices Test

All applicants are required to pass an examination on laws, rules and business practices applicable to Electrical Contracting in North Carolina. Applicants taking the North Carolina examination have laws, rules and business practice questions on the regular qualifying examination. Applicants, who are applying for a license under an examination wavier agreement, must pass the attached test.

The following test is a twenty-five (25) question, open book examination to be completed by the qualifying party who has passed the technical examination as certified by the reciprocating state licensing board and as listed on the license application. The minimum passing grade is seventy (70) and each question is worth four (4) points. The examination questions are developed from the NASCLA Guide to Business, Law and Project Management: North Carolina Electrical Contractors' Edition book available at www.nascla.org and from the NC Board of Examiners of Electrical Contractors' Laws and Rules available online at www.ncbeec.org. The qualifying party, without assistance, must complete this examination.

Return the completed examination and this acknowledgement sheet with your reciprocal license application documents. Upon a passing grade, an electrical contractors license will be issued, provided all other application requirements have been met. This examination cannot be reproduced or copied.

### ACKNOWLEDGEMENT

I hereby certify that I completed the North Carolina laws, rules and business practices examination **without any help or assistance and that no part of the examination was reproduced or copied.** I understand that any misrepresentation or omission of facts may result in disqualification or denial of licensure.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Signature of Qualifying Individual*

\_\_\_\_\_  
*Date Exam Completed*

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

I certify that \_\_\_\_\_ personally appeared before me this day, acknowledging to me that he or she completed and signed the foregoing document.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

*(Official Seal)*

\_\_\_\_\_  
*Official Signature of Notary*

\_\_\_\_\_, Notary Public  
*Notary's printed or typed name*

My commission expires: \_\_\_\_\_



## North Carolina Laws, Rules, and Business Practices Test

1. Which of the following statements about the North Carolina electrical contracting licensing law is/are correct?
  - I) All licensee's shall notify the Board within thirty (30) days of any change in contact information.
  - II) A "Qualified Individual" is an individual who is qualified in a specific license classification as a result of having taken and passed a qualifying examination for such classification.
    - A. I only
    - B. II only
    - C. Both I and II
    - D. Neither I nor II
2. A "single family residential dwelling" is a building or a manufactured home that is designed and used only for habitation by one family and is not physically attached to any other building or structure. Cabanas, porches, room additions, and ancillary structures are not considered part of a single-family dwelling.
  - A. True
  - B. False
3. Which of the following elements is not needed to form a binding contract?
  - A. Offer
  - B. Acceptance
  - C. Consideration
  - D. Written document
4. As an electrical contractor in the State of North Carolina, if the company is an LLC or a Corporation, you must register the company with the NC Secretary of State with the exact company name that you have on file with the NC Board of Electrical Contractors.
  - A. True
  - B. False
5. A Statement of Bonding Ability is required for which classifications of electrical contracting license in the state of North Carolina?
  - A. Unlimited
  - B. Intermediate
  - C. Limited
  - D. Both A and B
6. What are the project value and voltage restrictions for a Limited electrical license in North Carolina?
  - A. \$150,000 / 600 volts
  - B. \$60,000 / 480 volts
  - C. \$150,000 / 240 volts
  - D. \$60,000 / 600 volts
7. What agency would you contact for a formal interpretation of the electrical code?
  - A. NC Board of Electrical Contractors
  - B. NC Department of Insurance – Office of State Fire Marshal (OSFM)
  - C. NC Secretary of State
  - D. Local authority having jurisdiction

8. Which of the following is exempt from the North Carolina Electrical Contracting Licensing Law?
  - A. Servicing cord-connected type appliances
  - B. Residential electrical projects having a value under \$25,000
  - C. Electrical projects engaged in by a non-resident electrical contractor
  - D. Wiring beyond the point of delivery of electric service to the customer
  
9. What is the purpose of a Bond?
  - A. Provides extra money in case there are change orders on the job.
  - B. It is a type of construction contract.
  - C. Provides protection in the event that contractual obligations are not met.
  - D. Provides additional insurance to employees on a jobsite.
  
10. Which type of bond will ensure that you will honor the bid price you submitted on bid day?
  - A. Bid Bond
  - B. Performance
  - C. Contract Bond
  - D. Payment Bond
  
11. Which one of the following items would not be considered project overhead?
  - A. Permit Fees
  - B. Tool Rental
  - C. Company Insurance
  - D. Storage Trailer Rental
  
12. Which method of job estimating is the most accurate?
  - A. Top-down Method
  - B. Unit Price Method
  - C. Square Foot Method
  - D. Detailed Survey Method
  
13. Which one of the following representatives of an electrical contracting firm has the duty and authority to supervise and direct all electrical wiring or electrical work performed by that firm?
  - A. The firm's owner
  - B. The firm's authorized representative
  - C. The firm's listed qualified individual
  - D. All of the above
  
14. Which one of the following types of electrical installations can be performed without an electrical permit?
  - A. Wiring a room addition
  - B. Repairing a cord and plug appliance
  - C. Wiring a central air conditioning unit
  - D. Upgrading an electrical service from 100 amps to 200 amp

15. Which of the following statements about the North Carolina Electrical Contracting Licensing Law is/are correct?
- I) A Qualified Individual's License shall expire on December 30 following the date of issuance.
  - II) A Listed Qualified Individual must be regularly on active duty to supervise and direct work performed under the license on which the qualified individual is listed on.
- A. I only
  - B. II only
  - C. Both I and II
  - D. Neither I nor II
16. Which one of the following business types allows a creditor to seize your personal property to satisfy an unpaid debt?
- A. Limited Liability Company
  - B. Corporation
  - C. Sole Proprietorship
  - D. All of the above
17. Which one of the following types of insurance protects you, as a business owner, when one of your employees damages a computer when plugging it into a receptacle that the employee wired?
- A. Property Insurance
  - B. Automobile Insurance
  - C. Workers' Compensation Insurance
  - D. Comprehensive General Liability Insurance
18. What is the maximum number of employees that you can have and still be exempt from reporting a work-related accident on the OSHA 300 Log?
- A. 10 employees
  - B. 12 employees
  - C. 24 employees
  - D. 50 employees
19. What is the minimum number of years that the OSHA 200 forms must be retained by the employer?
- A. 2 years
  - B. 3 years
  - C. 5 years
  - D. 10 years
20. When an OSHA inspector issues a citation and assesses a penalty due to an employee committing a safety violation, who is responsible for paying the penalty?
- A. The employer
  - B. The customer
  - C. The employee
  - D. The insurance company
21. The Fair Labor Standards Act governs the payment of overtime to all "non-exempt" employees. Which one of the following types of employees would be exempt from overtime pay?
- A. Electrician
  - B. Job Foreman
  - C. Office Manager
  - D. Warehouse Personnel



22. The value of a single-family detached residential dwelling electrical contracting project is \$46,500. Which of the following statements is/are correct?
- I) An electrical contractor holding an active limited license shall be permitted to engage in this project.
  - II) An electrical contractor holding an active intermediate license shall be permitted to engage in this project.
- A. I only
  - B. II only
  - C. Both I and II
  - D. Neither I nor II
23. Which of the following statements about the North Carolina electrical contracting licensing law is/are correct?
- I) An owner of property which is not for rent, lease, or sale, can perform electrical work upon such property without a license.
  - II) The licensee shall report in writing to the Board within thirty (30) days any additions to or loss of the employment of listed qualified individuals.
- A. I only
  - B. II only
  - C. Both I and II
  - D. Neither I nor II
24. Which of the following statements about the North Carolina electrical contracting licensing law is/are correct?
- I) A separate license certificate shall not be required for a separate place of business in the case where an electrical contracting firm is conducting its business from more than one place.
  - II) Electrical work done by a bona fide employee of a licensee shall be performed under the supervision and direction of a listed qualified individual who is the employing licensee or under the supervision and direction of a listed qualified individual regularly employed by the employing licensee.
- A. I only
  - B. II only
  - C. Both I and II
  - D. Neither I nor II
25. Which of the statements about the North Carolina electrical contracting licensing law is/are correct?
- I) If an electrical contracting project is subdivided into two or more contracts, an electrical contractor cannot perform all of the contracts unless his license classification allows him to engage in a project of the total value of all of the contracts.
  - II) In determining the value of an electrical contracting project, the total known or reasonable estimated costs of all electrical wiring materials, equipment, fixtures, devices, and installation must be included in arriving at this value, regardless of who furnishes all or part of same, and regardless of the form or type of contract or subcontract involved.
- A. I only
  - B. II only
  - C. Both I and II
  - D. Neither I nor II