

APPLICATION FOR EXAMINATION AND LICENSE

MASTER JOURNEYMAN



Department of Professional and Financial Regulation
Office of Licensing and Registration

ELECTRICIANS' EXAMINING BOARD

35 State House Station
Augusta, ME 04333-0035

Office Telephone: (207)624-8610
Hearing Impaired: (207) 624-8563
e-mail: nanette.s.wescott@state.me.us

Office located at: 122 Northern Avenue, Gardiner, Maine

APPLICATION INSTRUCTIONS

Examination and License – Master and Journeyman

COMPLETING THE APPLICATION FORM – Answer all questions and return the following to this office:

- License application and examination registration application with two checks. The first check for \$25.00 (application fee) made payable to Treasurer State of Maine and the second check for \$50.00 (examination fee) made payable to Experior
- Criminal History Record Check application and **SEPARATE** payment for \$8.00 if first time licensee. Criminal History Record Checks cannot be paid for by Visa or MasterCard.
- Proof of electrical education including 45-hour current National Electrical Code

Incomplete applications will be returned.

QUALIFICATIONS – An applicant must meet the following requirements for the following examination(s):

JOURNEYMAN:

1. Complete at least 8,000 hours of service as an apprentice or helper electrician or at least 8,000 hours of experience in electrical installations, as defined in section 1101, and satisfactorily complete a program of study comprising 576 hours as approved by the Electricians' Examining Board or from an accredited institution. The 576 hours shall consist of 225 hours of required study (see list below), including an approved course of not less than 45 hours in the current National Electrical Code; and 351 hours of elective study, comprised of all trade-related electives, or 135 hours of the 351 hours of elective study can be degree related;
2. Be a graduate of an accredited regional vocational high school 2-year electrical program, have worked 8,000 hours in the field of electrical installations under the supervision of a master electrician or the equivalent and have completed a course of not less than 45 hours in the current National Electrical Code;
3. Be a graduate of an accredited Maine vocational-technical institute electrical program, have worked 4,000 hours in the field of electrical installations under the supervision of a master electrician or the equivalent and have completed a course of not less than 45 hours in the current National Electrical Code. Persons qualifying under this paragraph may

write the journeyman's examination upon graduation if application is made within one year of graduation; or

4. Be an electrical apprentice registered with the Maine State Apprenticeship and Training Council and have completed 576 hours of related instruction, as defined in this paragraph, prescribed in their apprentice program, the 8,000-hour approved work hours and a course of not less than 45 hours in the current National Electrical Code. Persons qualifying under this paragraph may write the journeyman's examination after completion of 576 hours of instruction, if application is made within one year of the completion of the instruction.

MASTER:

1. Complete at least 4,000 hours of service as a journeyman electrician or at least 12,000 hours of experience in electrical installations, as defined in section 1101, and complete a program of study comprising 576 hours as approved by the Electricians' Examining Board or from an accredited institution. The 576 hours shall consist of 450 hours of required study (see list below), including a course of not less than 45 hours in the current National Electrical Code and 126 hours of degree-related courses;

Any person who holds a journeyman electrician's license or limited license under this section, or former section 1202, sub-section 1, prior to July 1987, shall be eligible to take the examination for a master electrician's license, provided that the applicant has completed the number of hours of service or experience required by this subsection and has completed 45 hours of current National Electrical Code.

REQUIRED STUDY

JOURNEYMAN (225)

Basic Electricity I
Basic Electricity II
Math I
Controls I
Current National Electrical Code

MASTER (450)

Basic Electricity I
Basic Electricity II
Basic Electronics I
Math I
Controls I
Controls II
Motors
Blue Print Reading/Drafting
Transformers
Current National Electrical Code

Candidate Information Bulletin



MAINE

ELECTRICIAN

Eligibility and Examination Registration

Eligibility to take a license qualification examination is determined by the Electricians' Examining Board of the State of Maine and the Department of Professional and Financial Regulation. For Applications and detailed information about eligibility requirements, contact:

Electricians' Examining Board
Office of Licensing and Registration
35 State House Station
Augusta, Maine 04333
Phone: 207.624.8610

For questions concerning examination registration or examination scheduling contact:

Experior
2 Mount Royal Avenue, Suite 250
Marlborough, Massachusetts 01752
Phone: 508.624.0826

Application and Fees

Send the following three items to the Electricians' Examining Board at the Augusta address:

1. Your application for licensure and exam registration form;
2. \$25.00 application fee, in the form of a cashier's check, a personal check, or a money order, made payable to the **Treasurer of the State of Maine**; and
3. \$50.00 examination fee, in the form of a cashier's check or money order made payable to **Experior. No personal checks accepted.**

The Examination Process

1. Complete your application and submit it with your examination registration form with the appropriate fees to the Electricians' Examining Board.
2. The Board will forward all approved candidate examination applications to Experior for examination scheduling.
3. **Experior** will process all candidate examination application forms and mail each candidate an examination admission letter approximately two

weeks before the examination is administered. This letter will explain the date, time, site, and what to bring to the examination.

4. Experior administers this examination and notifies each candidate of his/her score. **No scores are given over the telephone.**

Your score is confidential and will **NOT** be released to anyone other than you and the Board. Your score will be mailed to you **approximately 15 working days after your examination.**

5. Each passing candidate will receive detailed information regarding what documents and fees must be submitted to the Board to receive licensure.
6. A candidate who does NOT pass will be notified of procedures for retesting.

Notify both Experior and the Electricians' Examining Board of any change of address.

Candidates with Special Needs

If a physical handicap or other special need prevents you from taking the examination under normal conditions, you may request a special arrangement form. Submit medical documentation of your handicap to Experior along with your registration form and fee.

Examination Dates, Deadlines and Locations

<u>Deadline Dates</u>	<u>Examination Dates</u>
November 12, 1999	January 8, 2000
January 14, 2000	March 11, 2000
March 10, 2000	May 13, 2000
May 12, 2000	July 8, 2000
July 14, 2000	September 9, 2000
September 5, 2000	November 11, 2000

The examination will be administered in the general area of Augusta and Presque Isle.

Admission to the Examination

Experior will send an admission letter to each approved candidate who has paid the correct examination fee before the deadline. The admission letter will show the name of the examination registered for and the specific date, time, and location of the examination. The admission letter will be mailed approximately two weeks before the examination.

Only pre-registered candidates are admitted to the examination. No walk-in applicants are admitted.

A candidate who does NOT appear for the scheduled examination will **forfeit** the examination fee. A candidate who arrives after the examination supervisor has started the instructions **may not be admitted**.

If you lose your admission letter, or have not received an admission letter two days before the examination date, **contact Experior immediately at 508.624.0826**.

What to Bring to the Examination

You must bring your admission letter and official photo identification (such as a driver's license or passport). You will **not** be admitted to the examination without an official photo identification.

The only materials allowed during the electrical licensing examinations are:

1. *National Electrical Code*, current edition (**The Hardcover Handbook is NOT allowed in the exam, and no loose or attached notes are allowed in your Code book.**);
2. Two sharpened #2 pencils with erasers to mark your answer sheet, and
3. a silent, battery-operated, nonprinting, nonprogrammable, calculator.

Score Information

The minimum score required to pass each examination is:

Master Electrician: 70%

Journeyman Electrician: 70%

Limited Electrician: 70%

Your score is based on the number of questions you answer correctly. You will NOT be given credit for any question that has been answered incorrectly, left blank or has more than one answer marked. Be sure to mark an answer for each question. There is no penalty for guessing.

Your score will be mailed to you 15 working days after your test date. All scores are mailed simultaneously. **To ensure confidentiality, test scores are NOT, under any circumstances, given over the telephone.**

Examination Review

If you did not pass an examination you will be given the opportunity to review your examination. The review will allow you to see the examination questions you answered incorrectly. The review is not for the purpose of teaching examination subject matter, and it will not be accepted as an appeal of exam results.

If you are unsuccessful in passing the examination a review application will be sent to you with your personalized score letter. If you would like to review your examination, you must return the review registration form to Experior with a \$50.00 cashier's check or money order payable to Experior.

Description of Examinations

Examinations are open book, multiple-choice format. Some questions may refer to a figure drawing, table or chart in the examination booklet.

The examination categories are:

Master Electrician - 80 questions. You are allowed four hours to complete this examination.

Journeyman Electrician - 70 questions. You are allowed four hours to complete this examination.

All Limited examinations (House Wiring, Low Energy, Gasoline Dispensing, Outdoor Signs, Traffic Signals, Water Pumps and Refrigeration Equipment) - 50 questions. You are allowed three hours to complete any of these examinations.

Content Areas

The Master and Journeyman examinations are based on the following content areas. Under each subject heading is shown the approximate percentage of questions in that subject area for each examination.

- Grounding and Bonding**
Journeyman 11% **Master 11%**
Determination of system and circuit grounding requirements, methods and location of grounding connections. Choosing proper size grounding conductors, bonding of enclosures, equipment and metal piping systems.
- Services, Feeders, Branch Circuits and Overcurrent Protection**
Journeyman 12% **Master 13%**
Knowledge of *Code* covering services, electrical loads and determination of proper size and type of service and feeder conductors and rating. Installation of panelboards, switchboard and overcurrent devices. Knowledge of circuit requirements. Application of *Code* covering electrical outlets and devices, including wire connectors and methods.
- Raceways**
Journeyman 14% **Master 11%**
Knowledge of all types of raceways and their uses. Determining proper size conductor fill, support and methods of installation. Application of proper type, use and support of boxes and cabinets, etc.
- Conductors**
Journeyman 11% **Master 9%**
Determination of ampacity, type of insulation, usage requirements, methods of installation, protection support and termination.
- Motors and Controls**
Journeyman 9% **Master 11%**
Knowledge of *Code* governing installations of generators, motors and controls. Includes calculations for motor feeders and branch circuits, short circuit, ground fault, overload protection, and disconnecting means. Knowledge of control circuits and motor type, application and usage.
- Utilization and General Use Equipment**
Journeyman 11% **Master 11%**
Knowledge of *Code* covering lighting, appliances, heating and air conditioning equipment, generators, transformers, etc.
- Special Occupancies and Equipment**
Journeyman 10% **Master 6%**

Knowledge of *Code* regarding hazardous locations, health care facilities, places of assembly, etc. Includes *Code* on signs, welders, industrial machinery, swimming pools, etc.

- General Knowledge of the Electrical Trade and Calculations**
Journeyman 17% **Master 25%**
Terminology, practical calculations such as load computations, voltage drop, conductor derating, power factor, voltage and current ratings of equipment and branch circuit calculations.
- Alarm, Communication and Low Voltage Circuits**
Journeyman 5% **Master 3%**
Knowledge of circuits and equipment operating at less than 50 volts. Includes signal alarm systems and sound systems.

Reference Information

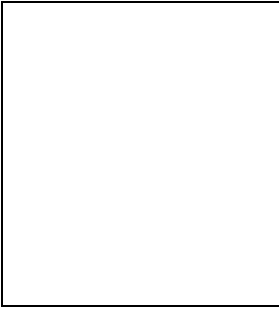
The primary reference book for all examinations is the *National Electrical Code*. The following references are also recommended. These materials may NOT contain all the general knowledge necessary within each classification. Because of circumstances beyond our control, some of these references may go out of print or be unavailable. Contact a bookstore or library for similar reference material.

- American Electrician's Handbook*, Croft and Summers, McGraw-Hill Book Company
- Sign Electrician's Workbook*, James G. Stallcup, American Technical Publishers, Inc.
- Design and Application of Security/Fire-Alarm Systems*, John E. Traister, McGraw-Hill Book Company
- NEMA Training Manual on Fire Alarm Systems*, National Electrical Manufacturers Association
- NFPA-72*, National Fire Protection Association
- Proprietary Burglar Alarm Systems*, U.L. #1076, Underwriters Laboratories, Inc.
- Understanding and Servicing Alarm Systems*, Trimmer and Butterworth, Butterworth Publishers
- Fire Alarm Signaling Systems Handbook*, Burkowski and O'Laughlin, NFPA
- Neon Installation Manual*, International Association of Electrical Inspectors.

For information on how to obtain examination references, call toll-free:

877.624.2562

EXAMINATION APPLICATION
MAIL THIS FORM IN WITH TWO CHECKS TO THE STATE EXAMINING BOARD



STATE OF MAINE
 DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
 OFFICE OF LICENSING AND REGISTRATION
ELECTRICIANS' EXAMINING BOARD
 35 STATE HOUSE STATION
 AUGUSTA, ME 04333
 TEL: (207)624-8610 FAX: (207)624-8637
 HEARING IMPAIRED: (207)624-8563

Office Use Only	
Cash #:	_____
Date Approved:	_____
Exam Passed:	_____
License #:	_____
Date Issued:	_____
4220-1446 \$ 25.00	

APPLICATION	TYPE OF LICENSE
<p>IMPORTANT You must submit <u>two checks</u> with this application. The first check (application fee) should be in the sum of \$25.00 and made payable to the Treasurer of the State of Maine. The second check (examination fee) should be in the sum of \$50 and made payable to Experior.</p> <p>NOTE: Application fee non-refundable. Examination fee will be returned to you if your application does not meet board requirements.</p>	<p>\$25.00 application fee payable to the Treasurer of the State of Maine</p> <p><input type="checkbox"/> Master \$25.00</p> <p align="center">or</p> <p><input type="checkbox"/> Journeyman \$25.00</p> <p align="center">and</p> <p><input type="checkbox"/> Experior \$50.00 (Examination Fee)</p>

Social Security Number ____ - ____ - ____

The following statement is made pursuant to the Privacy Act of 1974, Section 7(B). Disclosure of your social security number is mandatory. Solicitation of your social security number is solely for tax administration purposes pursuant to 36 M.R.S.A. Section 175 as authorized by the tax reform act of 1976 (42 U.S.C. Section 405(C)(2)(C)(I)). Your social security number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your social security number and it shall be treated as confidential tax information pursuant to 36 M.R.S.A. Section 191.

NOTE: INCOMPLETE APPLICATIONS WILL BE RETURNED

Name of applicant: _____		
Mailing Address of applicant: _____		
City: _____	State: _____	Zip Code: _____
County: _____	Home Telephone: (____) _____ - _____	
	Work Telephone: (____) _____ - _____	
Date of Birth: ____/____/____	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	

Have you ever been convicted of a crime other than a minor traffic violation? Yes No
 If yes, please list date(s), crime(s) and submit a copy of the court judgment(s) as well as a letter from you explaining the circumstances surrounding your conviction.

Have any of your licenses ever been revoked or suspended in this or any other state?
Yes No If yes, please state date of suspension or revocation, type of license and the licensing State. _____

Do you or have you ever held any type of electrician's license in the State of Maine?
Yes No If so, what type of license _____, dates _____.
 Is it still current? Yes No

Do you or have you ever held any type of electrician's license in any other State?
Yes No If so, what type of license _____, dates _____.
 Is it still current? Yes No

TRAINING AND EDUCATION

EDUCATION AND TRAINING	FROM MO. YR.	TO MO. YR.	ELECTRICAL COURSES COMPLETED
HIGH SCHOOL			
CORRESPONDENCE			
TECHNICAL SCHOOLS OR INSTITUTES			
COLLEGE			
CODE COURSES			

An electrical program of study, comprising 576 hours as approved by the Board or from an accredited institution, must be satisfactorily completed. Please complete this section by listing all electrical related classes you have completed, **and submit proof of completion by diploma or transcript.** Applicants not completing all necessary classes will not be considered for approval. (See Instructions for additional requirements)

Employer #2:	Telephone:	From ___/___/___ Month/day/year	To ___/___/___ month/day/year
Complete Address:	Hrs. per Week: _____		
Your Title:	Total Hrs.: _____		
Detail Work Performed:	Supervisor's Name and Title:		
	Names of other electricians employed with you:		
Reason for leaving or seeking other employment:			

Employer #3:	Telephone:	From ___/___/___ Month/day/year	To ___/___/___ month/day/year
Complete Address:	Hrs. per Week: _____		
Your Title:	Total Hrs.: _____		
Detail Work Performed:	Supervisor's Name and Title:		
	Names of other electricians employed with you:		
Reason for leaving or seeking other employment:			

I HEREBY CERTIFY THAT THIS APPLICATION CONTAINS NO WILLFUL MISREPRESENTATION OR FALSIFICATION AND THAT THE INFORMATION GIVEN BY ME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT MY ANSWERS MAY BE VERIFIED AND THAT I MAY BE DECLARED INELIGIBLE FOR A LICENSE CERTIFICATE IF THE INFORMATION CONTAINED HEREIN, UPON INVESTIGATION, IS FOUND TO BE MISREPRESENTED OR FALSIFIED.

ATTACH A PHOTO OF YOURSELF

Signature of Applicant

Date

REFERENCES: Give below the name and address of three references, either a master or a journeyman electrician who can certify your hours of experience, reliability and quality of electrical work.

MASTER, LIMITED
Or JOURNEYMAN

Name Address Telephone

MASTER, LIMITED
Or JOURNEYMAN

Name Address Telephone

MASTER, LIMITED
Or JOURNEYMAN

Name Address Telephone

Board Members Denying Application _____
(please initial)

Date: _____

Reason for Denial:

EXAM REGISTRATION FOR MASTER, JOURNEYMAN AND LIMITED ELECTRICIANS

STATE OF MAINE

First time applicants submit this form, the \$50.00 exam fee (cashier's check or money order payable to Experior), and the \$20.00 application fee (payable to the Treasurer of the State of Maine) to the Electricians' Examining Board. Re-take candidates return this form and the exam fee to: Experior, 2 Mount Royal Avenue, Suite 250, Marlborough, MA 01752.

Name of applicant:		
Mailing Address of applicant:		
City:	State:	Zip Code:
Social Security Number: ____ - ____ - ____	Telephone: (____) _____ - _____	
Exam date: ____ / ____ / ____ (Refer to Candidate Information Bulletin for exam dates And sites)		

CHECK BOX FOR EXAM SITE:

- Augusta
- Presque Isle

Type of exam registered for: (e.g., Master, Journeyman, Limited House Wiring, etc.)

Have you taken a Maine Electrical Licensing Exam before: Yes No

If you answered yes, list the exam and date: _____

I agree that the above information is true to the best of my knowledge. I will follow the rules and conditions as stated in the Candidate Information Bulletin. I have also enclosed an examination registration fee (\$50.00).

Signature: _____ Date: _____

IMPORTANT: If an application is received after the deadline, the application will be reviewed for the next exam. Applicants must register for only the exam they have been previously approved to take by the Electricians' Examining Board. Registration forms will be verified with the Board.



STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
OFFICE OF LICENSING AND REGISTRATION
Electricians' Examining Board
35 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0035
(207) 624-8563 (HEARING IMPAIRED)

ANGUS S. KING, JR.
GOVERNOR

ANNE L. HEAD
DIRECTOR

TO: PROSPECTIVE APPLICANT
FROM: OFFICE OF LICENSING & REGISTRATION
RE: CRIMINAL RECORDS CHECK

Pursuant to 5 M.R.S.A. §5301-5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Licensing and Registration **requires** a criminal history records check as part of the application process for all applicants.

CRIMINAL HISTORY RECORDS CHECK PROCEDURE

Please complete the applicant information section and return it to the Electricians' Examining Board with your completed application and supporting documentation as may be necessary.

You must provide a separate check in the amount of \$8.00, made payable to Maine State Treasurer, as payment for your criminal history record check in addition to the licensing fees presently required. The Department of Public Safety will not accept Visa or MasterCard as payment for the Criminal History Record Check. Please note that the criminal history record will be returned to the licensing board, not the applicant.

Public Law Chapter 401, sec. W-1, amends Title 25 §1541, sub-§6 to allow the State Bureau of Identification to charge a fee to government organizations for services provided. Therefore, as of October 1, 1999 all criminal background checks of individuals are subject to a fee as determined by the Commissioner of Public Safety.



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PHONE: (207)624-8629
(Office Phone)

FAX: (207)624-8637

(207)624-8653 (HEARING IMPAIRED)
OFFICES LOCATED AT: 122 NORTHERN AVENUE, GARDINER,
MAINE



ANGUS S. KING, JR.
GOVERNOR

STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
OFFICE OF LICENSING AND REGISTRATION
ELECTRICIANS' EXAMINING BOARD
35 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0035

ANNE L. HEAD
DIRECTOR



AUTHORIZATION OF CREDIT CARD PAYMENT

Fees owed to this Department may be paid by the use of a credit card. If you wish to pay your fee(s) with your credit card, please complete this form and send it with your application. Payment through credit cards will not be processed without this authorization form.

Name of applicant: (fees being paid for)		
Mailing Address of applicant: (fees being paid for)		
City:	State:	Zip Code:
County:	Telephone #: () -	
Name of cardholder: (if other than applicant)		
Mailing Address: (if other than applicant)		
City:	State:	Zip Code:

I authorize the State of Maine, Department of Professional and Financial Regulation, Office of Licensing and Registration to charge my:

Visa MasterCard _____

Card number

Expiration date: ____/____/____ in the amount of: \$ _____

Signature: _____ Date: ____/____/____

PHONE: (207)624-8610
(Office Phone)



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(207)624-8653 (HEARING IMPAIRED)

FAX: (207)624-8637