



State of Maine

MAINE ELECTRICIANS' EXAMINING BOARD

The information in this application packet is to assist you in completing your application. It is recommended that you review applicable laws and rules for further guidance.

EXAMINATION APPLICATION INSTRUCTIONS FOR:

JOURNEYMAN ELECTRICIAN

MASTER ELECTRICIAN

Do not return the informational pages with your application; they are for your information only. Return the examination application and documents listed on the checklist only

Department of Professional and Financial Regulation
Office of Professional and Occupational Regulation
(Mailing address) 35 State House Station, Augusta, ME 04333
(Office location) Gardiner Annex, 76 Northern Avenue, Gardiner, Maine 04345
Office Direct Line (207) 624-8457
TTY users call Maine relay 711

Web address: <https://www.maine.gov/pfr/professionallicensing/professions/electricians/index.html>

Email: electrician.board@maine.gov

Revised 01/2020

GENERAL INSTRUCTIONS AND INFORMATION

EXAMINATION INFORMATION:

The Electricians' Examining Board has contracted with PROV, Inc. to provide its examinations for approved candidates. The Candidate Information Bulletin, <https://www.maine.gov/pfr/professionallicensing/professions/electricians/pdf/PROV%20Bulletin.pdf> (available on the Electricians' Examining Board's homepage, under the header "Information & Resources") helps explain the rules and processes candidates will need to undertake to complete the testing requirements for their professional licenses.

IMPORTANT INFORMATION REGARDING EXAMINATION APPROVALS:

The Electricians' Examining Board issues all examination approvals by email. Your examination approval will be sent to you at the email address you provide to us on your application. The attachment with the email is your examination approval notice and contains both your unique Candidate Approval ID and contact information for PROV to allow you to schedule your exam.

MAINE ELECTRICIANS' EXAMINING BOARD LAWS AND RULES:

The Electricians' Examining Board cannot provide you with a hard copy of laws and rules. However, all applicable laws and rules are available online, and may be accessed via the websites listed below. Please note, all laws and rules may be subject to change without notice and it is strongly advised to periodically check for updates.

Electricians' Examining Board Laws:

<https://www.maine.gov/pfr/professionallicensing/professions/electricians/pdf/BoardLaws.pdf>

Electricians' Examining Board Rules:

<https://www.maine.gov/pfr/professionallicensing/professions/electricians/pdf/Boardrules.pdf>

Title 5, Chapter 375: Maine Administrative Procedure Act:

<https://legislature.maine.gov/legis/statutes/5/title5ch375sec0.html>

Title 10, Chapter 901: Department of Professional and Financial Regulation

<http://legislature.maine.gov/statutes/10/title10ch901sec0.html>

10 DAY NOTIFICATION REQUIREMENTS:

Pursuant to 10 M.R.S §8003-G, any change in name, address, email address, criminal convictions, disciplinary actions, or any material change set forth in your original application for licensure must be reported to The Electricians' Examining Board within 10 days.

APPLICATION PROCESSING TIME:

Your application has a greater chance of being processed expeditiously if it is complete and all supporting documents are included. To ensure that The Electricians' Examining Board received your application please visit our website at

<https://www.pfr.maine.gov/almsonline/almquery/welcome.aspx?board=4220>. After your application has been received your name will appear when you complete a "licensee search" on your name as you entered it on your application. The status will appear as "Pending Exam." This is not an actual examination approval at this point; it is simply a verification that an application has been received and is in the queue for review.

Please refrain from calling our office to "check" on your application as these calls only serve to slow our ability to review and process applications.

Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035
- **Where are you located?** 76 Northern Avenue, Gardiner, Maine.
- **What hours are you open?** 8:00 AM to 5:00 PM weekdays
- **Can I come to Gardiner to drop off my application?** Yes.
- **How long does it take to process an application?** You can check our website: www.maine.gov/professionallicensing. You're application will show up as PENDING at first. If you are approved to sit for the examination the status on the website will show up as APPROVED TO TAKE THE EXAM. **Once you are approved to sit for the exam you will receive a letter from us giving instructions on registering to take the examination.**

NOTICES

PUBLIC RECORD: This application is a public record for purposes of the Maine Freedom of Access Law (1 MRSA §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

SOCIAL SECURITY NUMBER: The following statement is made pursuant to the Privacy Act of 1974 (§7(B)). Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 35 MRSA §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(C)(2)(C)(1)). 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 MRSA §191.

Before you seal the envelope, did you:

- Complete every item on the application (incomplete applications may be returned)
- Sign and date your application
- Include any required transcripts or exam results
- Make a copy of your application to keep for your records

EXAMINATION APPLICATION INSTRUCTIONS AND CHECKLIST

IMPORTANT NOTICE: Incomplete applications will not be considered. Pursuant to Maine Electricians' Examining Board Rules Chapter 130 § 1(D)(2) – Incomplete or Illegible Applications “Incomplete or illegible applications will be returned to the applicant together with any attachments.”

Complete and submit an Examination Application and supporting documents to the Electricians' Examining Board. Be sure to complete all fields of the Examination Application.

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED TO THE ELECTRICIANS' EXAMINING BOARD FOR EXAMINATION CONSIDERATION:

JOURNEYMAN EXAMINATION:

A. If you have **worked at least 8,000 hours** in the field of electrical installations as a **licensed helper electrician or apprentice electrician** under the direct supervision of a master electrician, journeyman electrician or limited electrician **and have completed a program of study consisting of 576 hours** (including a current 45-hour National Electrical Code course) as approved by the board:

Transcript(s) demonstrating completion of 45 hour courses each in (1) Electricity I; and (2) Electricity II; and (3) Math I; and (4) Controls I; and (5) a current National Electrical Code course; and

Transcript(s) demonstrating completion of 351 hours of electives all trade-related courses **or** a minimum of 225 hours of trade-related courses and 135 hours of degree-related courses in mathematics, science, business, human relations and communication; and

Affidavit(s) demonstrating at least 8,000 hours in the field of electrical installations as a licensed helper electrician or apprentice electrician; and

Examination application completed, signed and dated.

B. If you have **graduated from a secondary school career and technical education electrical program** approved pursuant to title 20-A, section 8306-B: (*graduates are*

credited with 1,000 hours of work experience, but are not eligible for licensure until the work experience requisite is fulfilled)

High School Transcript copy detailing your completion of a Maine high school 2-year electrical program; and

Examination application completed, signed and dated.

C. If you have graduated from an accredited community college electrical program or a vocational-electrical program of a state department of **corrections** (including a current 45-hour National Electrical Code course): *(graduates are credited with 4,000 hours of work experience, but are not eligible for licensure until the work experience requisite is fulfilled)*

Transcript(s) copy detailing (1) courses completed; and (2) completion of a current 45-hour National Electrical Code course; and (3) electrical program matriculation date; and

Examination application completed, signed and dated.

D. If you have completed a program of study comprising of a minimum of 576 hours as prescribed in an apprenticeship program approved by the board as an apprentice electrician (including a current 45-hour National Electrical Code course) and worked at least 4,000 hours as a licensed apprentice electrician: *(graduates are eligible for examination, but are not eligible for licensure until the full work experience requisite is fulfilled)*

Transcript(s) demonstrating (1) completion of an apprenticeship program of study comprising at least 576 hours; and (2) completion of a current 45-hour National Electrical Code course; and (3) program of study completion date; and

Affidavit(s) demonstrating at least 4,000 hours in the field of electrical installations as a licensed apprentice electrician; and

Examination application completed, signed and dated.

E. If you are an out-of-state applicant with education and licensed work experience:

Transcript(s) demonstrating completion of 45 hour courses each in (1) Electricity I; and (2) Electricity II; and (3) Math I; and (4) Controls I; and (5) a current National Electrical Code course; and

- Transcript(s)** demonstrating completion of 351 hours of electives all trade-related courses **or** a minimum of 225 hours of trade-related courses and 135 hours of degree-related courses in mathematics, science, business, human relations and communication; and
- Satisfactory evidence** of course curriculum, including syllabi and/or course descriptions; and
- Affidavit(s)** demonstrating at least 8,000 hours and four years in the field of electrical installations; and
- Electrical license** copy; and
- Satisfactory evidence** of electrical installations including installations, repairs, alterations and maintenance; and
- Examination application** completed, signed and dated.

MASTER EXAMINATION:

A. If you have **worked at least 12,000 hours** in the field of electrical installations as a **licensed helper electrician or apprentice electrician** under the direct supervision of a master electrician, journeyman electrician or limited electrician **and have completed a program of study consisting of 576 hours** as detailed below and (including a current 45-hour National Electrical Code course) as approved by the board:

- Transcript(s)** demonstrating completion of 45 hour courses each in (1) Electricity I; and (2) Electricity II; and (3) Electronics I; and (4) Math I; and (5) Controls I; and (6) Controls II; and (7) Motors; and (8) Blue Print Reading/Drafting; and (9) Transformers; and (10) a current National Electrical Code course; and
- Transcript(s)** demonstrating completion of 126 hours of degree-related courses in mathematics, science, business, human relations and communication; and
- Affidavit(s)** demonstrating at least 12,000 hours in the field of electrical installations as a licensed helper electrician or apprentice electrician;
- Examination application** completed, signed and dated.

B. If you have **worked at least 4,000 hours and two years** as a licensed Journeyman electrician under the indirect supervision of a master electrician **and completed a program of study consisting of 576 hours as detailed below and** (including a current 45-hour National Electrical Code course) as approved by the board:

- Transcript(s)** demonstrating completion of 45 hour courses each in (1) Electricity I; and (2) Electricity II; and (3) Electronics I; and (4) Math I; and (5) Controls I; and (6) Controls II; and (7) Motors; and (8) Blue Print Reading/Drafting; and (9) Transformers; and (10) a current National Electrical Code course; and
- Transcript(s)** demonstrating completion of 126 hours of degree-related courses in mathematics, science, business, human relations and communication; and
- Affidavit(s)** demonstrating at least 4,000 hours in the field of electrical installations as a licensed Journeyman electrician; and
- Examination application** completed, signed and dated.

C. If you are an **out-of-state Master electrician applicant with education and licensed work experience:**

- Transcript(s)** demonstrating completion of 45 hour courses each in (1) Electricity I; and (2) Electricity II; and (3) Electronics I; and (4) Math I; and (5) Controls I; and (6) Controls II; and (7) Motors; and (8) Blue Print Reading/Drafting; and (9) Transformers; and (10) a current National Electrical Code course; and
- Transcript(s)** demonstrating completion of 126 hours of degree-related courses in mathematics, science, business, human relations and communication; and
- Satisfactory evidence** of course curriculum, including syllabi and/or course descriptions; and
- Affidavit(s)** demonstrating at least 12,000 hours and six years in the field of electrical installations; and
- Electrical license** copy; and
- Satisfactory evidence** of electrical installations including installations, repairs, alterations and maintenance; and
- Examination application** completed, signed and dated.



State of Maine
Department of Professional & Financial Regulation
Office of Professional & Occupational Regulation

INDIVIDUAL EXAMINATION APPLICATION

APPLICANT INFORMATION (please print)			
FULL LEGAL NAME	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
ANY OTHER NAMES EVER USED:			
DATE OF BIRTH	<i>mm / dd / yyyy</i>	SOCIAL SECURITY NUMBER	- -
MAILING ADDRESS			
CITY	STATE	ZIP	
PHONE # ()	FAX # ()	E-MAIL	
By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Professional & Occupational Regulation will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.			
SIGNATURE		DATE	

**ELECTRICIANS EXAMINING BOARD
EXAMINATION APPLICATION**

EXAMINATION TYPE:

- Journeyman (JY)
- Master (MS)

Lic. # _____

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			

STATE OF MAINE
 MAINE ELECTRICIANS' EXAMINING BOARD
 35 STATE HOUSE STATION
 AUGUSTA, ME 04333-0035
 TELEPHONE: (207) 624-8457
 EMAIL: electrician.board@maine.gov

AFFIDAVIT ATTESTING TO WORK EXPERIENCE OF ELECTRICIAN

Name of Applicant:

THIS SECTION TO BE COMPLETED BY THE SUPERVISING ELECTRICIAN

Supervising Electrician's Name:

Supervising Electrician's License Number & State of Licensure:

Supervising Electrician's Email Address:

Supervising Electrician's Mailing Address:

City:	State:	Zip Code:
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MAINE LICENSED ELECTRICAL WORK EXPERIENCE
Dates and times accumulated both must be listed or Affidavit will be returned.

<input type="checkbox"/> HELPER ELECTRICIAN	<input type="checkbox"/> APPRENTICE ELECTRICIAN
<input type="checkbox"/> JOURNEYMAN ELECTRICIAN	<input type="checkbox"/> LIMITED ELECTRICIAN

From: (Month/Day/Year)	To: (Month/Day/Year)
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And worked _____ hours in the field of electrical installations.

<input type="checkbox"/> HELPER ELECTRICIAN	<input type="checkbox"/> APPRENTICE ELECTRICIAN
<input type="checkbox"/> JOURNEYMAN ELECTRICIAN	<input type="checkbox"/> LIMITED ELECTRICIAN

From: (Month/Day/Year)	To: (Month/Day/Year)
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And worked _____ hours in the field of electrical installations.

I attest to the electrical work experience and work hours completed by the above-named licensee while under my employment or supervision. I understand that falsification of this Affidavit could result in investigation of my Electrician license and may result in sanctions.

Signature of Supervising/Employing Electrician	Date
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NON-RESIDENT/OUT-OF-STATE ELECTRICAL WORK EXPERIENCE
Dates and times accumulated both must be listed or Affidavit will be returned.

HELPER ELECTRICIAN APPRENTICE ELECTRICIAN
 JOURNEYMAN ELECTRICIAN LIMITED ELECTRICIAN

From: _____ To: _____
 (Month/Day/Year) (Month/Day/Year)

And worked _____ hours in the field of electrical installations.

I attest to the electrical work experience and work hours completed by the above-named licensee while under my employment or supervision.

 Signature of Supervising/Employing Electrician Date

NON-RESIDENT EXPERIENCE - SELF EMPLOYED MASTER ELECTRICIAN
(SELF-EMPLOYED AS A MASTER FOR AT LEAST THE PAST SIX YEARS)

This section is to be completed by community leaders who have knowledge of the applicant's work experience in the field of electrical installations (e.g., local electrical inspector, code enforcement officer, etc.) **THREE separate community leaders must complete this section**

1st Community Leader Name:

Community Leader's Email Address:

Community Leader's Mailing Address:

City: _____ State: _____ Zip Code: _____

I do hereby acknowledge that I have first-hand knowledge of the above-referenced applicant's work experience in the field of electrical installations as a **Master** electrician in my community:

From Date: _____ Through: _____
 (Month/Day/Year) (Month/Day/Year)

Signature: _____ **Date:** _____

2nd Community Leader Name:

Community Leader's Email Address:

Community Leader's Mailing Address:

City: _____ State: _____ Zip Code: _____

I do hereby acknowledge that I have first-hand knowledge of the above-referenced applicant's work experience in the field of electrical installations as a **Master** electrician in my community:

From Date: (Month/Day/Year)	Through: (Month/Day/Year)
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Signature:	Date:
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3rd Community Leader Name:

Community Leader's Email Address:

Community Leader's Mailing Address:

City:	State:	Zip Code:
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I do hereby acknowledge that I have first-hand knowledge of the above-referenced applicant's work experience in the field of electrical installations as a Master electrician in my community:

From Date: (Month/Day/Year)	Through: (Month/Day/Year)
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Signature:	Date:
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