



# State of 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:**

#### **LIMITED ELECTRICIAN**

**Limited Electrician in Water Pumps**

**Limited Electrician in Outdoor Signs**

**Limited Electrician in Gasoline Dispensing**

**Limited Electrician in Traffic Signals**

**Limited Electrician in House Wiring**

**Limited Electrician in Refrigeration**

**Limited Electrician in Low Energy**

**Limited Electrician as a Crane Technician**

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](mailto:electrician.board@maine.gov)

Instructional Booklet pg 1 of 7 rev 01/2020

**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.**

## 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 “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:**

#### **LIMITED ELECTRICIAN IN WATER PUMPS EXAMINATION:**

- Transcript(s)** demonstrating completion of 45 hour courses each in: (1) Electricity I; and (2) Motors/Controls I; and (3) a current National Electrical Code course; and
- Affidavit(s)** demonstrating 2,000 hours of work experience, at least 1,000 hours of which is in water pump installations; and
- Examination application** completed, signed and dated.

#### **LIMITED ELECTRICIAN IN OUTDOOR SIGNS EXAMINATION:**

- Transcript(s)** demonstrating completion of 45 hour courses each in: (1) Electricity I; and (2) Controls I; and (3) a current National Electrical Code course; and
- Affidavit(s)** demonstrating 2,000 hours of work experience, at least 1,000 hours of which is in outdoor signs and sign lighting installations; and
- Examination application** completed, signed and dated.

### LIMITED ELECTRICIAN IN GASOLINE DISPENSING EXAMINATION:

- Transcript(s)** demonstrating completion of 45 hour courses each in: (1) Electricity I; and (2) Controls I; and (3) a current National Electrical Code course; and
- Affidavit(s)** demonstrating 2,000 hours of work experience, at least 1,000 hours of which is in gasoline dispensing equipment installations; and
- Examination application** completed, signed and dated.

### LIMITED ELECTRICIAN IN TRAFFIC SIGNALS EXAMINATION:

- Transcript(s)** demonstrating completion of 45 hour courses each in: (1) Electricity I; and (2) Electronics I/Controls I; and (3) a current National Electrical Code course; and
- Affidavit(s)** demonstrating 2,000 hours of work experience, at least 1,000 hours of which is in traffic signal installations; and
- Examination application** completed, signed and dated.

### LIMITED ELECTRICIAN IN HOUSE WIRING EXAMINATION

- Transcript(s)** demonstrating completion of 45 hour courses each in: (1) Electricity I; and (2) Electricity II; and (3) Controls I; and (4) Blueprint Reading; and (5) a current National Electrical Code course; and
- Affidavit(s)** demonstrating 4,000 hours of work experience, at least 2,000 hours of which is in house wiring installations; and
- Examination application** completed, signed and dated.

### LIMITED ELECTRICIAN IN REFRIGERATION EXAMINATION

- Transcript(s)** demonstrating completion of 45 hour courses each in: (1) Electricity I; and (2) Electricity II; and (3) Controls I; and (4) Controls II; and (5) Motors/Transformers; and (6) a current National Electrical Code course; and
- Affidavit(s)** demonstrating 6,000 hours of work experience, at least 3,000 hours of which is in refrigeration installations; and
- Examination application** completed, signed and dated.

### LIMITED ELECTRICIAN IN LOW ENERGY EXAMINATION

- Transcript(s)** demonstrating completion of 45 hour courses each in: (1) Electricity I; and (2) Electricity II; and (3) Electronics I; and (4) Blueprint Reading; and (5) Controls I; and (6) a current National Electrical Code course; and
- Affidavit(s)** demonstrating 4,000 hours of work experience, at least 2,000 hours of which is in low energy installations; and
- Examination application** completed, signed and dated.

### LIMITED ELECTRICIAN AS A CRANE TECHNICIAN EXAMINATION

- Transcript(s)** demonstrating completion of 45 hour courses each in: (1) Electricity I; and (2) Controls I; and (3) a current National Electrical Code course; and
- Affidavit(s)** demonstrating 2,000 hours of work experience in crane and hoist installations
- Examination application** completed, signed and dated.

### OUT-OF-STATE APPLICANTS – ALL AUTHORITIES – ADDITIONAL DOCUMENTS:

- Electrician license copies (**NO** reciprocity exists at the limited electrician license level)

### 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](http://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.

Instructional Booklet pg 7 of 7 rev 01/2020

#### 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



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

**INDIVIDUAL EXAMINATION APPLICATION**

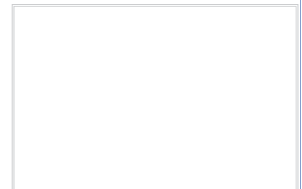
APPLICANT INFORMATION (please print)			
FULL LEGAL NAME	FIRST	MIDDLE INITIAL	LAST
ANY OTHER NAMES EVER USED:			
DATE OF BIRTH	mm / dd / yyyy	SOCIAL SECURITY NUMBER	- -
MAILING ADDRESS			
CITY	STATE	ZIP	
PHONE # ( )	E-MAIL		
<b>ALL EXAMINATION APPROVALS ARE EMAILED</b>			
By my signature, I hereby certify 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.			
<b>SIGNATURE</b>		<b>DATE</b>	

**ELECTRICIANS EXAMINING BOARD**

**LIMITED ELECTRICIAN EXAMINATION APPLICATION (LM)**

**Please check authority for Limited Examination:**

- |  |  |
|--|--|
| <input type="checkbox"/> Water Pumps         | <input type="checkbox"/> Outdoor Signs (including sign lighting)                         |
| <input type="checkbox"/> Gasoline Dispensing | <input type="checkbox"/> House Wiring  |
| <input type="checkbox"/> Refrigeration       | <input type="checkbox"/> Low Energy  |
| <input type="checkbox"/> Crane Technician    | <input type="checkbox"/> Traffic Signals (including outdoor lighting of traffic signals) |



Office Use Only:

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

<b>EDUCATION AND TRAINING</b>	<b>FROM MO. YR.</b>	<b>TO MO. YR.</b>	<b>ELECTRICAL COURSES COMPLETED</b>
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:		
<b>THIS SECTION TO BE COMPLETED BY THE SUPERVISING ELECTRICIAN</b>		
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:
<b>Dates and times accumulated both <u>must</u> be listed or Affidavit will be returned.</b>		
MAINE LICENSED ELECTRICAL WORK EXPERIENCE AS A:		
<input type="checkbox"/> HELPER ELECTRICIAN <input type="checkbox"/> APPRENTICE ELECTRICIAN <input type="checkbox"/> JOURNEYMAN		
From: (Month/Day/Year)	To: (Month/Day/Year)	
Has worked a total of _____ hours in the field of electrical installations;  <b>at least _____ hours of which is in: (choose one)</b>  <input type="checkbox"/> Water pump installations; or <input type="checkbox"/> Outdoor signs and sign lighting installations; or <input type="checkbox"/> Gasoline dispensing equipment installations; or <input type="checkbox"/> Traffic signal installations; or <input type="checkbox"/> House wiring installations; or <input type="checkbox"/> Refrigeration installations; or <input type="checkbox"/> Low energy installations; or <input type="checkbox"/> Crane and hoist installations		
I attest to the 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.		
<b>Signature of Supervising/Employing Electrician</b>		<b>Date</b>