



Licensing is at the discretion of the local municipality in the State of Indiana (there is not a state electrical license). **Listed below are the requirements to become a licensed Electrical Contractor (person) within the Consolidated City of Indianapolis:**

1. **Six (6) years of experience in electrical construction:** at least four (4) of which must be practical work experience, all pertaining to electrical power distribution systems. The Board may assign up to two (2) years experience for successful completion of related college courses, or a related apprenticeship.

DEFINITION OF ELECTRICAL CONSTRUCTION EXPERIENCE: A PERSON WHO EITHER PERFORMS OR SUPERVISES THE INSTALLATION OF ELECTRICAL EQUIPMENT PER THE NATIONAL ELECTRIC CODE IN INDUSTRIAL, COMMERCIAL OR RESIDENTIAL APPLICATIONS.

2. **Appear for an interview** at a regularly scheduled meeting of the Board.
3. **Attaining the appropriate score on the Prometric Inc. (formerly Thomson Prometric, Expor Assessments LLC, and Block & Associates) Exam, sponsored by the Consolidated City of Indianapolis:**
 - a) **75.0% or higher on the Prometric Inc. Exam: 20112 Master Electrical 4 hour exam or 20312 Residential Electrical 3 hour exam**
4. **Approval of the Board of Electrical Examiners**
5. **Filing of application(s), fee(s), surety bond, proof of general liability insurance and workman's compensation coverage**

The process:

- A. **The applicant must submit the following to the Board of Electrical Examiners at least ten (10) business days before the Board meeting:**
 1. Electrical Exam Application
 2. Resume with work experience
 3. **a) A SIGNED NOTARIZED LETTER OF REFERENCE** from employer on original letterhead stationery documenting six (6) years of experience, including dates of employment (start and end dates) and a description of the job responsibilities.
 - b) If not available, **three (3) letters of reference**, citing dates, from supply houses, or general contractors/ builders, who have employed you as an electrician may be submitted. Corporation or business license documents, including founding date, should be submitted. W-2's, copies of check stubs or other relevant tax documents, which record six (6) years of experience in the electrical field, may be used in conjunction with other documents.
 - c) If these references are not available, **at least three (3) letters** from customers may be submitted, (but are not the preferred reference.) Character references are not appropriate.
 4. **The letters of reference must document at least six (6) years of electrical construction experience for the individual (not company). If applicant does not have information within a timeline of the last 2 years, then additional documentation pertaining to experience may include the last ten years.**

5. Copies of current licenses, technical certificates, and / or diploma's; from a university or trade school, if applicable. Copy of a certificate of completion of an electrical apprenticeship, i.e. the (certificate recognized by Department of Labor.)

**It is required by the City Ordinance that the above four (4) items must be submitted to the Board of Electrical Examiners for an applicant to be considered for approval to take the exam.*

- a. **Applicant appears for an interview.** The Board of Electrical Examiners determines if the applicant meets the requirements to take the appropriate Prometric Inc. (formerly Thomson Prometric Experior Assessments LLC, Block & Associates) Exam.
- b. **If approved, the applicant registers with the independent testing agency,** Prometric Inc., taking the exam on a different day.
- c. **If the applicant scores:**
 1. **75.0% or higher on the Prometric Inc. Exam: 20112 Master Electrical 4 hour exam or 20312 Residential Electrical 3 hour exam,** the applicant reappears before the Board for final determination in granting the license and orientation. After passing the test, proof of surety bond, general liability insurance, and workmen's compensation coverage must be submitted with fee(s) and application(s) for the license(s) prior to reappearing before the Board.

If the applicant holds a license that required the passage of the appropriate Prometric Inc. (formerly Thomson Prometric, Experior Assessment LLC and Block & Associates) Examination, the applicant **may** qualify for a reciprocal license. Please review the Electrical Reciprocal License Packet on this website or contact (317) 327-8467 to discuss the Reciprocal License Requirements.

The Board of Electrical Examiners meets the second Thursday of each month.

Deadline for submittal of exam packet: _____ Meeting date: _____
Mail exam packet to: 1:15 p.m.
Board of Electrical Examiners 1200 Madison Avenue
1200 Madison Avenue, Suite 100
Indianapolis, Indiana 46225

DECEMBER 24, 2008	JANUARY 8, 2009
JANUARY 29, 2009	FEBRUARY 12, 2009
FEBRUARY 26, 2009	MARCH 12, 2009
MARCH 26, 2009	APRIL 9, 2009
APRIL 30, 2009	MAY 14, 2009
MAY 28, 2009	JUNE 11, 2009
JUNE 25, 2009	JULY 9, 2009
JULY 30, 2009	AUGUST 13, 2009
AUGUST 26, 2009	SEPTEMBER 10, 2009
SEPTEMBER 24, 2009	OCTOBER 8, 2009
OCTOBER 29, 2009	NOVEMBER 12, 2009
NOVEMBER 25, 2009	DECEMBER 10, 2009
DECEMBER 31, 2009	JANUARY 14, 2010

Please phone Tonya Hilliard at (317) 327-8467 or email: thilliar@indygov.org if you have any questions.

There are two types of licenses approved by the Board; the requirements are the same for both licenses.

A Master license holder is authorized to perform electrical work without limitation.

A Residential license holder is authorized to perform electrical work in one- or two-family residential structures.

continued

Electrical Contractor Examination Process
page 3

Licensure as an electrical contractor:

Licensure as an electrical contractor is required to accomplish the connection of electrical power for on-site construction activity, to install, alter, replace, service or repair a system distributing electrical power, to service equipment supplying power to factory-constructed dwellings located in a mobile home park and to install, modernize, replace, service or repair all or any part of an electrical power distribution system. An electrical contractor shall also be entitled to install, modernize, replace, service or repair space heating equipment or space cooling equipment using electricity as its primary source of energy, excluding work on any refrigerant cycle.

Not required to be a licensed electrical contractor:

Installation or repair of electrical wiring, devices, appliances, apparatus, or equipment that operate at less than twenty-five (25) volts and are capable of supplying less than fifty (50) watts of energy, except for fire detection and fire alarms.

A contractor does not have to be an electrical contractor if wiring for computers (if below 25 volts), data systems (if below 25 volts), or security cameras. However, if cutting walls, drywall, flooring or mounting cameras or televisions on the walls, the contractor must be registered as a general contractor (unless he is a sub-contractor).

License Upgrade:

Once within a one-year period of taking the Residential Electrical examination, an applicant may upgrade their license without appearing before the Board. However, **if it is more than a year** since taking the Residential Electrical examination the applicant must appear before the Board of Electrical Examiners to upgrade his or her license.

BOARD OF ELECTRICAL EXAMINERS
AGENDA

2nd THURSDAY of the Month
1:15 P.M.

DIVISION OF COMPLIANCE
1200 MADISON AVENUE, SUITE 100
INDIANAPOLIS INDIANA 46225

- 1. Orientation and License Presentation**
- 2. Review Minutes**
- 3. Review Reciprocal License Applicants**
- 4. Review Exam Applicants**
- 5. Review Reinstatement Applicants**
- 6. Conduct Informal Hearing**
- 7. Conduct Formal Hearing**
- 8. Old Business**
- 9. New Business**
- 10. Adjourn**

Applicants are requested to appear at the scheduled time.

**ELECTRICAL EXAM APPLICATION
CONSOLIDATED CITY OF INDIANAPOLIS
DIVISION OF COMPLIANCE
1200 MADISON AVENUE, SUITE 100
Indianapolis, IN 46225
(317) 327-8467**

NAME _____ AGE _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

WORK ADDRESS _____

CITY _____ STATE _____ ZIP _____

WORK PHONE # () _____ FAX # () _____ HOME PHONE # () _____

EDUCATIONAL BACKGROUND IN TRADE: _____

EXPERIENCE

RESIDENTIAL _____ COMMERCIAL _____ INDUSTRIAL _____ TOTAL YEARS _____

PRESENT EMPLOYER: _____ NO. YRS. _____

SPECIFIC DUTIES: _____

PAST EMPLOYER: 1. _____ NO. YRS. _____

SPECIFIC DUTIES: _____

PAST EMPLOYER: 2. _____ NO. YRS. _____

SPECIFIC DUTIES: _____

TYPE OF LICENSE REQUESTED:

1. CIRCLE ONE: RESIDENTIAL ELECTRICIAN MASTER ELECTRICIAN

2. NAME THREE PEOPLE WHO ARE FAMILIAR WITH YOUR WORK.
(SUBMIT WITH 3 LETTERS OF REFERENCE):

1. _____ 2. _____ 3. _____

3. WHY DO YOU DESIRE A LICENSE FOR MARION COUNTY? _____

4. WHAT IS THE CURRENT NATIONAL ELECTRIC CODE? _____

5. HAVE YOU EVER TAKEN A THOMSON INC. (FORMERLY THOMSON PROMETRIC, EXPERIOR ASSESSMENTS LLC, BLOCK AND ASSOCIATES) EXAM? YES or NO EXAM, LOCATION AND DATE: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

APPLICATION APPROVED: _____ YES _____ NO

DATE: _____

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER



2009 BOARD OF ELECTRICAL EXAMINERS POLICIES

1. Passing score for the 2005 NEC examination is 75.0%. Applicants approved by the Board may take the license exam three times. If on the third exam the applicant scores above 60%, the applicant may re-appear before the Board and request a fourth exam without a one-year waiting period. A one-year waiting period will be required if the applicant does not pass the fourth examination.
2. All Applicants will be required to show proof of experience.
3. Applicant must meet the following requirements:
 - a. Must have documentation providing at least 6 years of experience in electrical construction, according to the requirements specified in becoming a licensed Electrical Contractor within the Consolidated City of Indianapolis
 - b. Board may assign up to 2 years experience for related acceptable accredited college courses, successfully completed, with technical certificates, and/or diplomas
 - c. board may assign up to 2 years experience for successful completion of a related electrical apprenticeship, including copy of a certificate of completion, i.e. the (certificate recognized by the Department of Labor.)
 - d. Must have worked in the industry at least 12 months within the last 2 years documented. However, if applicant does not have current information within a timeline of the last two years, then additional documentation pertaining to experience may include the last ten years.

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4. The Board may reciprocate a license from another area if the applicant can provide proof, with an original letter from the appropriate agency, that the applicant was tested with Prometric Inc. (formerly Thomson Prometric, Experior Assessments LLC, Block and Associates) Catalog No. 20112 Master Electrical 4 hour exam or Catalog No. 20312 Residential Electrical three hour examination with a score of 75.0% or higher, and meets all other requirements.
5. Selling a license or lack of proper supervision will not be tolerated.

First violation – Reprimand and consultation.

Second violation – License may be suspended up to 180 days.

Third violation – License may be revoked.

6. Involvement of License Holder in a Joint Venture.

Non-licensed electrical contractors may enter into a joint venture with a licensed electrical contractor and perform electrical work. An unlicensed person may only perform electrical work under the supervision of a licensed electrical contractor. The licensed person is expected to provide responsible direction and control in specifying the electrical work processes as well as supervising the person accomplishing the work. Either the license holder or an employee, who is directly under the supervision of and directly reports to the license holder, is expected to be on-site providing supervision, and direction. This is especially true if the non-license holder's company is providing the manpower. **It is ultimately the license holder who is responsible for the work.**

7. Low Voltage Definition:

A contractor must be a licensed electrical contractor to perform work, in which electrical wiring, devices, appliances, apparatus, or equipment operate at more than twenty-five (25) volts and are capable of supplying more than fifty (50) watts of energy, except for fire detection or fire alarms, as defined by the State. Electrical permits must be obtained as required by Ordinance. In addition, any inspections required by Ordinance must be requested.

8. The following are the guidelines for Electrical License Holders on Probation:

- a. The License Holder will be required to attend the next License Orientation.
- b. The License Holder is required to request inspections for all work performed, including work that does not require permits.
- c. The License Holder may be subject to additional Board action for ANY violation during the probation period which is not corrected in a timely manner.
- d. The License Holder is required to correct any outstanding violations in the specified time frame.
- e. The inspection staff will provide periodic updates to the Board concerning The License Holder's activities during the probation period.
- f. Selling of license, or lack of proper supervision for any project where a permit is required and/or has been issued to The License Holder will not be tolerated.
- g. Failure to comply with ANY provisions of the Probation shall result in suspension or revocation of The License Holder's license for a period of time as determined by the Board.
- h. If failure to comply with one or more provisions of probation is reported, the Board shall hold a Formal Hearing at the first Board Meeting or sooner if necessary, to determine action to be taken regarding The License Holder.
- i. The Board may require immediate license revocation and other action as needed, in the event that life and/or property are in danger.

The above guidelines are recommended but in now way limit the action taken by the Board in all circumstances.

**SOURCES FOR REFERENCE MATERIAL INFORMATION, CODE
BOOKS & REFRESHER COURSES FOR
ELECTRICAL CONTRACTOR
MASTER AND RESIDENTIAL EXAMINATIONS**

REFERENCE MATERIAL:

BUILDERS BOOK DEPOT

1033 E JEFFERSON ST, STE 500
PHOENIX AZ 85034
1-877-624-2562
(THOMSON PROMETRIC/EXPERIOR
ASSESSMENTS LLC source)

COURSES:

Susan Crow-Jones, Executive Director
ELECTRIC LEAGUE OF INDIANA
9801 Fall Creek Road # 416
Indianapolis, IN 46256
(317) 823-5628
(317) 823-9545 (FAX)
www.elinews.org

INDIANA ELECTRICAL LICENSE PREP CLASSES

(Mike Holt Program)
Mike Fox, Program Coordinator
(317) 834-2298 after 6:00 p.m.
Cell (317)-409-7132
www.indelp.com

DICK BUKER

ITT TECHNICAL INSTITUTE

9511 ANGOLA CT
INDIANAPOLIS IN 46268
(317) 875-8640, x 242

IVYTECH STATE COLLEGE

1 W 26TH ST
INDIANAPOLIS IN 46208
(317) 921-4800

**TOM HENRY'S CODE ELECTRICAL CLASSES
INC. AND BOOKSTORE**

7449 CITRUS AV
WINTER PARK FL 32792
800-642-2633
<http://www.code-electrical.com>

CODE BOOKS:

THE ARCHITECTURAL CENTER BOOKSTORE

50 S MERIDIAN ST., SUITE 201
INDIANAPOLIS, IN 46204
(317) 634-3871 OR 1-888-472-2578
(317) 266-0515 (FAX)

BUILDERS BOOK DEPOT

1033 E JEFFERSON ST., SUITE 500
PHOENIX, AZ 85034
1-877-624-2562
(THOMSON PROMETRIC/EXPERIOR
ASSESSMENTS LLC source)

ICC BOOKSTORE

INTERNATIONAL CODE COUNCIL
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National Office Phone
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