

Licensing is at the discretion of the local municipality in the State of Indiana (there is not a state electrical license). **Application for a RECIPROCAL Electrical contractor's license (person) for the Consolidated City of Indianapolis entails:**

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 of experience for successful completion of related college course work, 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. A current license from another jurisdiction that requires testing with the appropriate Prometric Inc. (formerly Thomson Prometric, Experior Assessments LLC, and Block & Associates) test Reciprocity must exist between the jurisdictions.
 - a) Scoring 75.0% or higher on the Prometric Inc. Exam 20113 Master Electrical 4 hour exam or 20313 Residential Electrical 3 hour exam
3. **Appear for an interview** at a regularly scheduled meeting of the Board
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. Reciprocal License Application
 2. **AN ORIGINAL LETTER** from the City or State sponsoring the exam, on letterhead and signed by a local building official. The letter should state that it was a Prometric Inc. (formerly Thomson Prometric, Experior Assessments LLC/Block test), the test number, the exam type, exam date, exam score, the passing grade required for that jurisdiction, current status of the license, and that the municipality reciprocates with Indianapolis. **NO COPIES. The letter verifying the test, current status and reciprocity of the license must be mailed directly to the Consolidated City of Indianapolis Board of Electrical Examiners.**
 3. **AN ORIGINAL GRADE VERIFICATION AND EQUIVALENCY LETTER** from Prometric Inc. (formerly Thomson Prometric, Experior Assessment LLC, and Block & Associates) stating that the exam is equivalent to the City of Indianapolis' exam. Prometric Inc.'s phone number is 1-800-280-3926.
 4. Resume with work experience

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5.
 - 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.
6. *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.*
7. **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 U. S. Department of Labor.)**
8. **Photocopy of his/her driver's license**

It is required by the City Ordinance that the above seven (7) items must be submitted to the Board of Electrical Examiners for an applicant to be considered for a reciprocal license.

- a. The applicant appears before the Board of Electrical Examiners for an interview. The Board determines if the applicant meets the requirements for a reciprocal license.
- b. If approved, the applicant attends the Orientation.
- c. The applicant may immediately apply for the license(s), submitting proof of surety bond, general liability insurance, and workman's compensation coverage with fee(s) and application(s) for the license(s) to the Licensing Section. Or the applicant may submit the required licensing information at a later date. The applicant is not licensed until this paperwork and fee(s) are filed. Go to:
<http://www.indy.gov/eGov/City/CodeEnforcement/Licenses/ContractorLicenses/Pages/electrical.aspx>
and print the Craft License Application(s): Electrical, Heating & Cooling, and Wrecking - Corporation, Partnership or LLC and/or Electrical, Heating & Cooling, and Wrecking - Sole Proprietor or Individual. The specific requirements are included in the applications.

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 30, 2010	JANUARY 13, 2011
JANUARY 25, 2011	FEBRUARY 10, 2011
FEBRUARY 23, 2011	MARCH 10, 2011
MARCH 31, 2011	APRIL 14, 2011
APRIL 27, 2011	MAY 12, 2011
MAY 26, 2011	JUNE 9, 2011
JUNE 29, 2011	JULY 14, 2011
JULY 27, 2011	AUGUST 11, 2011
AUGUST 24, 2011	SEPTEMBER 8, 2011
SEPTEMBER 28, 2011	OCTOBER 13, 2011
OCTOBER 25, 2011	NOVEMBER 10, 2011
NOVEMBER 23, 2011	DECEMBER 8, 2011
DECEMBER 28, 2011	JANUARY 12, 2012

Please phone Tonya Hilliard at (317) 327-8467 or email: tonya.hilliard@indy.gov 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.

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 operate at less than twenty-five (25) volts and are capable of supplying less than fifty (50) watts of energy, except for fire detection or fire alarms, as defined by the State.

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 the walls, drywall, flooring or mounting cameras or televisions on the walls, the contractor must be registered as a general contractor (unless the contractor is a sub-contractor).

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BOARD OF ELECTRICAL EXAMINERS
AGENDA

2nd THURSDAY of the Month
1:30 P.M.

DEPARTMENT OF CODE ENFORCEMENT
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 Hearings:**
- 7. Conduct Formal Hearing:**
- 8. Old Business**
- 9. New Business**
- 10. Adjourn**

Applicants are requested to appear at the scheduled time.

2011 BOARD OF ELECTRICAL EXAMINERS POLICIES

1. Passing score for the 2008 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.