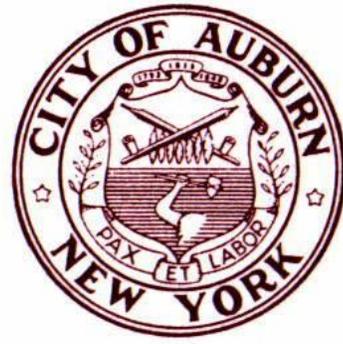


# CITY OF AUBURN

## APPLICATION FOR ELECTRICAL LICENSE



License category applying for: (Check on only)

Master     Limited     Appliance installer

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1.  
Full Name of Applicant: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**\*\*NOTE: QUESTIONS 2 – 4 ARE FOR MASTER AND LIMITED APPLICANTS ONLY\*\***

2. Name and address where apprenticeship was served:  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Full Address: \_\_\_\_\_

*Attach notarized affidavit confirming this employment. Five (5) years of apprenticeship is required.*

3. Name and address of at least two (2) licensed electricians that you worked under during your apprenticeship:  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Full Address: \_\_\_\_\_

4. Names and locations of at least three (3) major electrical installations that you performed:  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Full Address: \_\_\_\_\_

**\*\*NOTE: QUESTIONS 5 - 6 ARE FOR MASTER APPLICANTS ONLY\*\***

5. Name(s) and address(es) of Master electrician where required journeyman employment occurred:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Address: \_\_\_\_\_

*Attach notarized affidavit confirming this employment. Three (3) years of journeyman experience is required.*

6. Names and addresses of at least two (2) Master electricians that you worked under during your journeymanhip.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Address: \_\_\_\_\_

7. Provide any addition *pertinent* educational and professional certifications, training or experience.

The Board of Electrical Examiners will review all documentation of work experience at time of interview. Be advised **THIS IS AN OPEN BOOK TEST**. You may bring your NEC Book and/or NEC Handbook and a standard calculator. A successful applicant must show proof of all required insurances and obtain his/her license within forty-five (45) days of receiving a Certificate of Competency.

I certify that all information submitted to the Board of Electrical Examiners is, to the best of my knowledge, true and accurate.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

\*\*\*\*\*

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

APPLICATION RULES OF PROCEDURE  
Adopted by the City of Auburn Electrical License Board of Examiners

Section 1: Interview Procedures

- 1) This board shall hold their meeting on the second Wednesday of the month at 5:00 p.m. in the City Hall Conference Room, 24 South St., Auburn, NY 13021
- 2) Applications shall be accepted at the October and April meetings at which time the board will interview the applicant and determine eligibility to take the exam.
- 3) Examinations shall be given in November and May.
- 4) Applicant shall be present at time of interview or forfeit the opportunity to take the next proceeding month's exam.
- 5) Applications shall be presented in person at the time of the interview only. All applications shall be complete, notarized and accompanied by a \$25.00 non-refundable application fee in check or money order payable to the City of Auburn. Under no circumstances will an application be accepted by mail; any such applications shall be returned to sender.

Section 2: Minimum Qualifications for Exam.

- 1) The exam will be of such character as to fairly test the knowledge and qualifications of the applicant for the trade, business or calling of Electrician. Permission to take the exam shall be granted to an applicant who has proven the following to the satisfaction of the board:
  - a) S/he is a competent electrician; qualified to do wiring, contracting, construction and installation work relating to electric work.
  - b) "Master" applicants shall have a minimum total of ten (10) years' experience directly related to the electrical industry, a minimum of five (5) years directly on the installation and maintenance of electrical systems, three (3) of these five years shall have been on new construction\* of commercial and/or industrial installations.
  - c) "Limited" applicants shall have a minimum of five (5) years' experience directly related to the electrical industry, of which a minimum of three (3) years shall have been working directly on the installation and maintenance of electrical systems and one (1) of those three years shall have been on new construction\* of residential installations.
  - d) "Appliance Installer" applicants shall have a minimum of three (3) years' experience directly related to the installation of furnaces, air conditioners and other small appliances.

Section 3: Instructions to the Applicant.

- 1) You are required to document each year's work experience for the license category for which you are applying. Proof acceptable to the board may be W2 forms, underwriter's permits and 1040 forms if self-employed.
- 2) Letters from employers of the union should state the type of electrical work performed and the length of each job.
- 3) One (1) year work experience is equal to 2,000 hours.
- 4) Falsehood or fraud in the application or exam shall be cause for dismissal of the application and refusal of a certificate.

Section 4: Exam Results.

- 1) The applicant must have a standing of at least 74 on the exam in order to be entitled to a Certificate of Competency.
- 2) The names and standing of all persons taking the exam shall be formally entered in the records of the board.
- 3) When an applicant fails to pass the required exam s/he shall not be entitled to take another exam until the next regularly schedule exam date.

Section 5: Licensing.

- 1) After receiving a Certificate of Competency the applicant has 45 days to obtain a license.
- 2) ***This license will be issued in your name, is not transferable and cannot be used by any other party including your employer. The only exception to this is if you are the majority shareholder of a corporation. Complete and satisfactory documentation of your corporate status including your corporation's resolution and structure would be required to be submitted for review.***
- 3) Applicant shall appear in person at the Code Enforcement Office and provide the following insurances and fees in order to receive a license:

<u>Type</u>	<u>Fee</u>	<u>Min. Liability coverage</u>
Appliance Installer	\$75.00	\$75,000/\$150,000
Limited	\$130.00	\$150,000/\$300,000
Master	\$275.00	\$1,000,000/\$2,000,000
Rochester Reciprocal	\$275.00	\$1,000,000/\$2,000,000

Worker's Comp and Disability Insurance:

Self-employed licensees with no employees who do not carry worker's compensation and/or disability must complete a CE200 exemption form available at [www.wcb.ny.gov](http://www.wcb.ny.gov). All other licensees must provide proof of worker's compensation and disability insurance on the following state mandated forms:

Worker's Comp – C105.2, U26.3 or SE-12. Disability Ins. – DB120.1 or DB 155.

\*New construction is electrical work done in newly constructed buildings or new additions to existing buildings; it is not new electrical work in an existing building.