



City of Rochester Electrical Examining Board 30 Church Street, City Hall, Room 121-B Rochester, New York 14614

SINGLE PHASE ELECTRICIANS LICENSE APPLICATION INSTRUCTIONS FOR 'EMPLOYED APPLICANTS'

Summary of Instructions

To obtain an Electrician's License you must:

- 1. Complete and return the following to the City of Rochester Building Permit Office, RM 121B, City Hall, 30 Church Street, Rochester, New York 14614:
 - A) City of Rochester exam application (attached) along with the required examination fee of \$60.00 payable to City of Rochester, Treasurer. Forms of payment include; money order, personal check, Visa /MasterCard and cash (please do not send cash in the mail).
 - B) Thomson Prometric, Inc, (City of Rochester approved exam agency) exam application (attached) and **payment of \$90.00** made payable to Thomson Prometric. Forms of payment include; money order, cashier's check, or Visa/MasterCard. Per their instructions: *no personal checks accepted*.
 - If your application for approval to take the exam is denied by the Electrical Examination Board, your payment to Thomson Prometric will be returned to you.
 - If you pay with a credit card, your credit card will **not** be charged.
- 2. Submit proof that you meet the minimum experience requirements established for licensing. (See attached matrix of requirements). These requirements are also described on the following page. Read carefully the instruction for references and documentation in this packet.
- 3. Pass a written examination administered by Thomson Prometric, Inc. The **Master Electrical** exam and the **Single Phase** exam will be based on the National Electrical Code 2008.
- 4. Pay the appropriate license fee.

Questions about types of licenses, when a license is required, qualifications for licensing, examinations, fees, penalties, etc., can be answered by calling 428-9339 or by obtaining the Electrical Licensing Ordinance Chapter 49 of the City Code either on the city's web site, Cityofrochester.gov or at the Permit Office, City Hall, 30 Church Street, Room 121B, Rochester, NY 14614.

Minimum Experience Requirements

The Electrical Licensing Ordinance, Chapter 49, from the Code of the City of Rochester as amended April 14, 1992, requires that each applicant for a Single Phase License must have a minimum of 2 years (3,000 hours) of applicable experience and for the Master License 4 years (6,000 hours) of applicable experience. The Electrical Examining Board has interpreted these minimum applicable experience requirements for licensing:

For a Single Phase License

- 1. The two years of applicable experience required shall consist of at least 3,000 hours of such experience within the past five years.
- 2. At least 50% or 1,500 hours out of the total requirement of 3,000 hours of applicable experience must consist of work in the field as an apprentice/ electrician/electrical contractor installing and/or repairing electrical wiring, equipment, etc. covered by the National Electrical Code. Applicants, employed by someone other than a contractor in the business of installing and repairing electrical systems, must provide a written detailed explanation of their duties. This must include a minimum of five specific projects that were approved and inspected by a recognized inspection agency. Details of the applicant's duties on these projects are also required.
- 3. The balance of not more than 1,500 out of the total of 3,000 hours may, at the Board's discretion, consist of either of the following types of experience or some combination of the two:
 - a. Successfully completed electrical course work in an accredited school, two-year or four-year college program or apprentice program as evidenced by diplomas or certificates, etc.
 - b. Electrical estimating, design or supervision of work covered by the National Electrical Code. This experience should be supported by notarized letters from the firms involved.

For a Master License

- 1. The applicable experience required shall consist of at least 6,000 hours of such experience within the past ten years.
- 2. At least 50% or 3,000 hours out of the total requirement of 6,000 hours of applicable experience must consist of work in the field as an apprentice/ electrician/contractor installing and/or repairing three phase electrical wiring, equipment, etc. covered by the National Electrical Code. Applicants employed by someone other than a contractor in the business of installing and repairing electrical systems, must provide a written detailed explanation of their duties. This must include a minimum of ten specific projects that were approved and inspected by a recognized inspection agency.
- 3. The balance of not more than 3,000 hours out of the total 6,000 hours may, at the Board's discretion, consist of the following types of experience or some combination of the three:
 - a. Successfully completed electrical course work in an accredited school, two-year or four-year college program, or apprentice program as evidenced by diplomas, certificates, etc.
 - b. Electrical estimating, design, or supervision of work covered by the National Electrical Code. This experience should be supported by notarized letters from the firms involved.
 - c. Work in the field as an apprentice/electrician/contractor installing and/or repairing single phase electrical wiring, equipment, etc. covered by the National Electrical Code.



SIGNATURE: _____



APPLICATION FOR AN ELECTRICIANS LICENSE City of Rochester Electrical Examining Board City Hall, Room 121-B, 30 Church Street

City Hall, Room 121-B, 30 Church Street Rochester, New York 14614						
(Please Print)	•				Fire Dete	
Name (Last)	First		MI		Exam Date	
Address			City/Stat	e/Zip		
Home Phone	Cell Phone		Soc	cial Securit	y Number	
Licensing Information			,			
License applying for:		Do you currer	ntly hold an	electrical li	cense? () Yes () No	
() Single Phase () Master () Reci	iprocal – Auburn Only	If yes, where?	?			
Have you ever had an Electricians license de	enied, suspended or	I am currently	an electricia	an who is:		
revoked? () Yes () No If yes, wh	en <u>?</u>	() Self-em	ployed	() Em	ployed	
Education						
High School					Year Completed	
College						
Correspondence Night School						
Business/Trade/Military/Other						
Employment						
For applicants who are claiming that all of	or part of their required	d experience is	s from beir	g employ	ed as an electrician, list	
your employers for the past two years (for	or Single Phase) or fou	ur years (for M	laster) lice	nse startir	ng with your most recent	
employer.						
A. Employer's Name		Start	t Date – End	d Date	Hours Per Week	
Address	City/State/Zip)		Phone N	umber	
B. Employer's Name Start Date – End Date Hours Per Week						
Address	City/State/Zip)		Phone N	umber	
C. Employer's Name	<u> </u>	Start	t Date – End	Date	Hours Per Week	
Address	City/State/Zip)		Phone N	umber	
C. Employer's Name		Start	t Date – End	Date	Hours Per Week	
Address	City/State/Zip			Phone N	umher	
			- fuere			
For applicants who are claiming that all o	· ·	-		_	• •	
list the name of three (3) people who have	_	r your ability a	is an electr	,	•	
Name o	of Reference				Contact Number	
1)						
2)						
3)						
I hereby certify the above statements an my knowledge and belief.	d all attachments, mad	de by me, whi	ich form thi	s applicat	ion, are true to the best of	

_____ DATE: ___

City Of Rochester Application Matrix for Electrician License

For application fill-in hours and obtain proof required

Experience	Hours attained	Proof Requirements
Single Phase Experience as an Employer of another	Single Phase Hours *(1500 hours minimum) For Single Phase License	1 Notarized reference letter from each employer indicating competent hours of three phase work
Single Phase Experience Self Employed		8 Certificates and 3 Notarized reference letters indicating competent hours worked
Three Phase Experience as an Employee of another	Three Phase Hours *(3000 hours minimum) For Master License	1 Notarized reference letter from each employer indicating competent hours of three phase work
Three Phase Experience Self Employed	N/A	20 Certificates and 3 Notarized reference letters indicating competent hours of three phase work
Education or related Experience	Hours	Transcript/Certificates/Diploma/or other proof
Total Experience	Hours	

^{*}Minimum Hours: 3000 for Single Phase and 6000 for Masters

Residential Appliance Electrical

Catalog Number: C20413 Exam Number: 913204 Effective Date: 08/12/08

License Information

Scope – Tests a candidate's knowledge of the installation, repair, alteration, and maintenance of electric conductors and raceways intended to supply power to electrical appliances. The branch circuit supplying power to the appliance shall originate from an existing disconnect or power outlet.

Examination Outline

Open Book 50 Questions - 2-1/2-hour time limit 70% Correct required to pass

Exam Topic	%
General Electrical Knowledge	10
Wiring and Protection	30
Wiring Methods and Materials	30
Equipment for General Use	25
Safety	5

References

The following reference **is allowed** in the testing center.

 NFPA 70 National Electrical Code, 2008 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.

The following references were used to create exam questions but **are not allowed** in the testing center.

- Alternating Current Fundamentals, Seventh Edition, 2006, Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com.
- 2. Mike Holt's Illustrated Guide to Basic Electrical Theory, Third Edition, 2008, Mike Holt Enterprises, Inc., 3604 Parkway Boulevard, Suite 3, Leesburg, FL 34748, www.NECcode.com.

For information on how to obtain exam references, please call toll-free 877.624.2562.

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MASTER RESIDENTIAL (Single Phase)



Note: Your eligibility to test is valid for six months from the date authorized by the Sponsoring Entity. Some local licensing departments require a new registration eligibility form every time you test; this includes retaking a failed exam. Please check with your licensing department. **Please send this form and application fee along with the City of Rochester Electrical Exam Application to: City of Rochester, 30 Church Street, Room 121B, Rochester NY 14614**

ast Name		First Nam	e	Middle Initial	Social Se	curity Nur	nber -	
Street Address (including	Apt. num	ber or P.O. Box,	if applicable)		<u> </u>			
City			State	ZIP Code	Email Ad	dress		
Daytime Phone Number (including a	area code)		Business Phone N	umber (incl	uding area	code)	
)				()				
ponsor Informa	ation (To be complet	ted by Sponsoring	g Entity only.)				
Catalog Exam Code:	C204	13	Full Exam Nam	e: Master Res	idential E	lectrica	al	
Sponsor Code	NY2	3	Sponsoring E	ntity City of F	Rocheste	r, New \	ork (
Signature and Title	e of Aut	horizing Spo	nsor Represen	tative			Date	Authorized
xam Selection	and F	ees						
Catalog Exam Cod						Exam	Fee	Total
2 0 4 1 3						\$9	90	\$
							-	\$
Optional Services					Fee			
Expedited Scoring (per exam)				\$30		\$		
Duplicate Score Report (exam title and date:))	\$30		\$		
Certificate of Achiev	ement					\$3	30	\$
						Total F	ee	\$
Payment: Fee may Please include you o pay by credit card, p	ır full na	ame on the c	heck. No cash				-	
Card Type (Check One)		Card Number			Expiration Date			
				o: 1				
Name of Cardholder (Pri	nt)			Signature of Cardh				
Name of Cardholder (Pri	nt)			Signature of Cardin	oluei			
Name of Cardholder (Pri		Exam Date			xam Date)		
Name of Cardholder (Printer Stam Date Catalog Exam Code		Exam Date)		
Name of Cardholder (Pri		Exam Date						
Name of Cardholder (Printers and Date Catalog Exam Code 20413	е			E	xam Date			
Name of Cardholder (Printers and Date Catalog Exam Code	eting this	form, I certif	y that I am the c	andidate named	xam Date	d I agre	e to co	mply with al

(Keep a copy of this registration form for your records.)





PROOF OF EXPERIENCE INSTRUCTION FOR EMPLOYED ELECTRICIANS

City of Rochester Electrical Examining Board City Hall, Room 121-B 30 Church Street Rochester, New York 14614

For applicants who gained all or part of their electrical experience working for contractors, your proof of experience must consist of one letter of reference from each employer you worked for in the last two (2) or four (4) years depending on the license you are applying for.

IT IS YOUR RESPONSIBILITY TO:

- 1. Fill in the employer's name, address, your name, and license applying for on the reference letter for each employer. Copies are included in this package, please make more if needed.
- 2. For each employer, have a supervisory-level person (foreman, superintendent, owner) answer the questions and then **sign**, **date and notarize** in the spaces provided.
- 3. Make sure that the reference letters are returned **by the employer** to the Board.

Notes to Remember

- No action will be taken on your application until the required number of approved inspection certificates and reference letters are returned to the Board.
- If you wish to claim credit for classroom training hours toward the minimum experience requirements, you must furnish the Board with a diploma, certificate, or affidavit that describes the type and length of training. The Board may, at their discretion, allow partial credit for this training.
- It is the applicant's responsibility to furnish these letters of reference. No action will be taken on this application until the required number of reference letters are returned to the Board by the employer.
- Reference letters must be notarized.





REFERENCE LETTER FOR EMPLOYED ELECTRICIANS

City of Rochester Electrical Examining Board City Hall, Room 121-B, 30 Church Street Rochester, New York 14614

(Please Print)		
Name of Reference	Contact Number:	
Address:	City/State/Zip	
Dear Reader:		
The following person has applied to the Board Rochester.	for Single Phase License,	for use in the City of
NAME OF APPLICANT:		
One of the conditions for licensing is that the a experience requirements established by the Be electrician who gained all or part of his/her expenses consist of a notarized letter of reference owner) in each firm which employed the applicance. The Board requests each employer to answer experience while he/she was employed by you back of this letter and mail to the Electrical Example.	oard for a Single Phase or a Morerience while working as an effrom a supervisory-level persocant over the required period. the following questions about a firm. Please put any commen	laster License. For the lectrician, the required proof n (foreman, superintendent, or the applicant's work nts you care to add on the
1. The above applicant was employed by us a	as an electrician from: (Month/	Year) to
2. During that period of time, the applicant worked an average of hours per week as an electrician.	2A. Average number of hours per week devoted to Single Phase work	2B. Average number of hours per week devoted to Three Phase work
3. The applicant worked weeks at above) hours per week on Single Phase (week Single phase work.		Total Single Phase hours
4. The applicant worked weeks at above) hours per week Three Phase work for		Total Three Phase hours
5. In your judgment, is the applicant qualified to license applied for?	do the work covered by the	() YES () NO
Cignoturo	Cupandom: Daridan	
Signature	Supervisory Position	
*Subscribed and sworn before me on this	day of	20
Notary Public (Please Affix Stamp)		
*Note: This will not be accepted unless not	arized.	





REFERENCE LETTER FOR EMPLOYED ELECTRICIANS

City of Rochester Electrical Examining Board City Hall, Room 121-B, 30 Church Street Rochester, New York 14614

(Please Print)		
Name of Reference	Contact Number:	
Address:	City/State/Zip	
Dear Reader:		
The following person has applied to the Board	for Single Phase License , fo	or use in the City of Rochester.
NAME OF APPLICANT:		
One of the conditions for licensing is that the apexperience requirements established by the Bouletrician who gained all or part of his/her expenses consist of a notarized letter of reference frowner) in each firm which employed the application. The Board requests each employer to answer to experience while he/she was employed by your back of this letter and mail to the Electrical Example.	pard for a Single Phase or a Merience while working as an elform a supervisory-level personant over the required period. The following questions about the firm. Please put any commer	aster License. For the lectrician, the required proof n (foreman, superintendent, or the applicant's work nts you care to add on the
The above applicant was employed by us as		
	o an orden oran norm (menus	
2. During that period of time, the applicant worked an average of hours per week as an electrician.	2A. Average number of hours per week devoted to Single Phase work	2B. Average number of hours per week devoted to Three Phase work
3. The applicant worked weeks at (above) hours per week on Single Phase (week Single phase work.		Total Single Phase hours
4. The applicant worked weeks at above) hours per week Three Phase work for		Total Three Phase hours
5. In your judgment, is the applicant qualified to clicense applied for?	do the work covered by the	() YES () NO
Signature	Supervisory Position	
*Subscribed and sworn before me on this	day of	20
Notary Public (Please Affix Stamp) *Note: This will not be accepted unless nota	nrizod	