

Electrical License Board of Examiners
 Office of the City Clerk
 433 River St. Suite 5001
 Troy, New York 12180
 (518) 279-7134



Application for Master Electrician License

Name:		
Business Name:		
Business Phone:		
Business Address:		
Email Address:	Website:	
Mailing Address, if different:		
Electrical Experience (indicate number of years for each):		
As master electrician:	As employee of master electrician:	As apprentice:
Employment (list employers from past 10 years or indicate if you were self-employed):		
Attach to application: a resume, letters from current or previous employers, transcripts, licenses held in other states or municipalities, and/or inspection certificates contracts executed during the last 6 years.		
Application must be notarized or signed in person at the City Clerk's Office with proper identification.		
Sworn on this date:		
Signature of Applicant:		
Signature of Notary Public/Commissioner of Deeds:		
Office Use Only:		
Sent to Board: _____	Exam Date: _____	License #: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	<input type="checkbox"/> Exam fee <input type="checkbox"/> Worker's Comp	<input type="checkbox"/> License fee
Applicant notified: _____	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	

EXAM

Your application will be reviewed by the Board of Electrical Examiners. Upon approval by the Board, you will be informed of the next scheduled exam date. The exam fee is \$100 which you can pay via cash or check at the time of the exam. Checks should be made out to Troy City Clerk.

The exam consists of 25 questions based on the 2014 National Electrical Code. The exam is open book so please bring your code book with you.

If you have a documented disability and require special accommodations, let the City Clerk know as soon as possible so arrangements can be made.

New York State law requires that you submit either proof of workers' compensation/disability insurance (Form C-105.2) or proof of exemption (Form CE-200). Go to <http://www.wcb.ny.gov/> for more information. Note: you must submit one of these forms at the time of the exam. A written statement is not acceptable.

You must pass the exam with a grade of at least 75%. If you pass the exam, the license will be issued for an additional \$150 fee, payable via cash or check at the City Clerk's Office. Checks should be made out to Troy City Clerk. The license will expire on December 31 regardless of when it was issued.

If you fail the exam, you shall be entitled to a re-examination after a 90-day period. If you fail a second time, you will be eligible for re-examination six months from the date of the second exam.

RENEWAL

Each licensed Master Electrician must submit a complete renewal application each year. The application will be mailed to you in early October and must be postmarked no later than December 15.

Your complete renewal application must include the following items:

- City law requires proof of completion of at least six hours of continuing education in the electrical field. Approved online courses are available here: <https://www.jadelearning.com/continuing-education/license-renewal/ny-t-electrical/>
- New York State law requires proof of workers' compensation/disability insurance (Form C-105.2) or proof of exemption (Form CE-200). Go to <http://www.wcb.ny.gov/> for more information. Note: you must submit one of these forms. A written statement is not acceptable.
- A check in the amount of \$150.00 made payable to Troy City Clerk. You may also pay in cash at the City Clerk's Office.

Incomplete applications will be considered late. The City Clerk will accept late renewal applications within nine months of the deadline for an additional \$250 late filing fee (\$400 total). After nine months, the exam must be retaken.