



APPLICATION REVIEW BY EXAMINATION – Applications for examination are reviewed at the Board’s bi-monthly meetings. Applications are to be submitted to the Board Office on or before the deadline (Meeting Schedule Enclosed). Applications received after the deadline will remain in the Board Office until the next Board meeting. If you are approved to take the examination, you will be notified to submit a fee of \$165.00 (one hundred sixty-five dollars). Please submit a **(Cashier’s Check or Money Order)** made payable to the Board of Electrical Contractors within 30 days of being notified. Once the Board receives the fee, you will receive an authorization letter with instructions to schedule the examination within 90 days. All scores are reported by mail. If you do not pass, you will have to submit a re-take form. Do not submit your application until you will be prepared to take the examination. Authorization letters are not transferable.

APPLICATION INSTRUCTIONS

For your application to be reviewed by the Board, it must be complete and include all the following information:

- Mark the appropriate category**
- All Questions and Information Requested Completed**
- Obtained Required and Notarized Signatures**
- Passport Photo (2x2)**
- Completed Work Affidavit**

REQUIRED EXPERIENCE

The required experience to qualify for this examination is to be in the commercial, industrial, or residential new construction fields. You must hold a supervisory or managerial position for the required amount of time. The Work Affidavit must be completed by someone that can attest to your work: a licensed electrical contractor, an electrical inspector, a building inspector, or an electrical project manager.

The applicant must have a minimum of four (4) years or 8,000 hours of supervisory electrical construction experience. As defined in Chapter 303-X-2-.02(b)(1): “Persons applying for a statewide electrical contractor examination must demonstrate a minimum of four (4) years’ experience that shows that you have designed, planned, laid-out and directly supervised electrical construction activities and the installing of electrical components.” (Emphasis added.)

Qualified Education

The applicant may substitute one (1) year of education in an approved electrical curriculum or apprenticeship for one thousand hours (1,000) of electrical experience for a maximum of 2,000 hours of the required 8,000 hours of experience. The applicant must submit a copy of the diploma, certificate, or transcript, if using educational hours to fulfill the 8,000-hour requirement.

State law requires that any electrical contractor performing a job over \$50,000 must have an appropriate license issued by the Alabama Licensing Board for General Contractors Board. If you have questions regarding this requirement, contact the General Contractors Board at 1-800-356-6361 or www.genconbd.state.al.us



State of Alabama
The Alabama Board of Electrical Contractors
2777 Zelda Road
Montgomery, AL 36106
(334) 420-7232
Fax (334) 263-6115
www.aecb.alabama.gov

In this space applicant
attach 2"x2" photo
taken in the last six
(6) months.

ELECTRICAL CONTRACTORS LICENSE BY EXAMINATION.

Select one: _____ **Electrical Contractor by Examination by PROV**
_____ **Electrical Contractor by NASCLA Examination**
_____ **Electrical Contractor by Reciprocity/NASCLA Exam Waiver**
Note: Alabama Business & Law Examination
required before license will be issued.

Full Name: _____
(Last) (First) (Middle)

Proposed Business Name

SSN: _____ DOB: _____

Current Business Mailing Address:

(Street or P.O. Box) (City) (State) (Zip)

Current Business Physical Address:

(Street or P.O. Box) (City) (State) (Zip)

Business Phone: (____) _____ **Cell Phone:** (____) _____

Email Address: _____

Home Address: _____
(Street) (City) (State) (Zip)

Background Information of Applicant

Attach documents and/or a written explanation for each "Yes" answer.

Have you ever been disciplined by any state electrical contracting regulatory agency? This includes being issued a Cease-and-Desist Order.

_____ YES _____ NO

Is any investigation or disciplinary action currently pending against you by any regulatory authority of any state?

_____ YES _____ NO

Have you or any organization of which you are or were an officer, principal, qualifying party, or major shareholder ever been issued a Cease-and-Desist Order for contracting / practicing without being properly licensed?

_____ YES _____ NO

Statement of Applicant:

I, the applicant, whose signature appears below, am a full-time employee in a responsible electrical supervisory position. I affirm that all statements contained herein are true and correct to the best of my knowledge. I understand that false or incorrect information provided on this form may result in the cancellation or denial of a license issued pursuant to this application. As an additional result of untruthful statements, I may be subject to civil and criminal proceedings. I agree that all information provided in this application may be verified and investigated. I have read, and am familiar with, the Alabama Electrical Contractors Act regulating electrical work in this State and hereby agree to abide by the laws and regulations governing electrical contracting.

Signature of Applicant

Title

Date

Note: MUST BE SIGNED OR APPLICATION WILL BE RETURNED

Work Affidavit

Applicants must furnish the Board a separate affidavit from each employer or company certifying the applicant's hours in supervising electrical construction work. If you are signing the affidavit for yourself, i.e. self-employed, you will need a second signature to attest to your supervisory experience and knowledge of electrical installations. The second certifying signature may be obtained from a person familiar with your work, such as a licensed electrical contractor, a building or electrical inspector, or an electrical project manager.

If employed by more than one certifying employer during the 8,000 hours of supervisory time certified, use separate affidavits for each employer and list each Supervisory Position and the period applicable. A minimum of 8,000 hours must be certified.

On this _____ day of _____, 20____, I hereby certify that:

_____ (Last Name) (First Name) (Middle Initial)

was employed by _____ (Company Name)

_____ in the capacity of:
(Company Address, City, State, Zip Code)

Supervisory Position/Title _____ from the _____ day of _____
through the _____ day of _____, _____.

Total hours worked _____

I certify that the above statements are true and correct according to the company records and/or my personal knowledge.

This _____ day of _____, 20____

NOTARY

My Commission Expires _____
(Seal)

Name (PLEASE PRINT)

Signature

Title or License #, if applicable

(_____) _____

Phone

Email: _____

Second Signature attest to Supervisory Experience

Name (PLEASE PRINT)

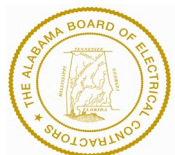
Signature

Title or License #, if applicable

(_____) _____

Phone

Email: _____



Alabama Board of Electrical Contractors

Proof of Citizenship Form

This form is to be completed by all applicants to comply with Alabama Code §31-13-7 (1975 as amended). Please mail this form with a copy of the required documentation to:

**Alabama Board of Electrical Contractors
2777 Zelda Rd.**

Montgomery, AL 36106

Do not send originals or faxes of citizenship/legal presence documents.

Name (Please Print): _____

Track I: Please complete this section if you are a United States Citizen. Check all that apply below:

I am a United States Citizen. I am submitting the attached COPY of my document to prove citizenship:

Please check and submit one of the following:

- Alabama Driver's License or identification issued by the Department of Public Safety
- Driver's License from another state that required proof of lawful presence.
- Birth Certificate indicating U.S. Birth
- Valid U.S. Passport
- Military Identification showing U.S. as place of birth.
- Naturalization documents
- Certificate of Citizenship
- Consular report of birth abroad of US Citizen
- Bureau of Indian Affairs identification
- American Indian card issued by Homeland Security
- Final adoption decree showing person's name and place of U.S. Birth
- A valid Uniformed Services Privileges and identification card
- Excerpt from a United States hospital record of birth indicating the place of birth in the United States
- Certification of Birth issued by U.S. Department of State

I hereby declare that I am a citizen of the United States of America. I sign this declaration under penalty of perjury; making a false or fictitious statement or representation in this declaration is perjury in the second degree, pursuant to Ala. Code S 13A10-102.

Signature

Date

Track II: Please complete this section if you are not a United States Citizen. Check all that apply below:

I am not a United States Citizen. I am submitting the attached COPY of my document to prove legal presence in the US:

Please check and submit one of the following:

- 1-327 Re-entry Permit
- 1-551 Permanent Resident Card
- 1-571 Refugee Travel Document
- 1-766 Employment Authorization Card
- 1-94 Arrival/Departure Record
- Unexpired Foreign Passport
- Temporary 1-551 Stamp (on passport or 1-94)
- 1-20 Certificate of Eligibility for non-immigrant (F-1) student status
- DS 2019 Certificate of Eligibility for Exchange Visitor (J-1) status
- Machine-readable immigrant Visa (with temporary 1-551 language)
- Other: Explain: _____

I hereby declare that I am an alien lawfully present in the United States of America. I sign this declaration under penalty of perjury; making a false or fictitious statement or representation in this declaration is perjury in the second degree, pursuant to Ala. Code S 13A-10-102.

Signature

Date

FOR BOARD USE ONLY

DATE APPLICATION REVIEWED: _____

BOARD MEMBER:

APPROVED FOR EXAMINATION: _____ YES _____ NO

DISAPPROVED FOR EXAMINATION DUE TO:



State of Alabama

The Alabama Board of Electrical Contractors

2777 Zelda Road
Montgomery, AL 36106

If you would like to receive notification that your application has been received, submit this page with your application, along with a self-addressed stamped envelope.

Fill in the applicant's name and company below:

Applicant: _____

Company: _____

Application Complete:

Applicant: Your application has been received by the Alabama Board of Electrical Contractors.

You will need to refer to the Board's application deadline and meeting calendar to know when your application will be reviewed for approval to take the examination. If this letter is returned to you, the Board's staff will have reviewed your application and consider it to be complete.

If the application is not considered completed by the Board's staff, you will receive your application along with written instructions on what is needed to complete the application.