

**OFFICIAL USE  
ONLY**

Reviewed \_\_\_\_\_

Interview \_\_\_\_\_

Exam Score \_\_\_\_\_



City of Albany  
Department of Buildings &  
Regulatory Compliance  
City Hall - Room 303  
Albany, NY 12207  
Phone (518) 434-5165  
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Photo

**APPLICATION FOR CLASS "A" ELECTRICAL LICENSE**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Date:** \_\_\_\_\_

All information that is given to the Examining Board of Electricians **must be notarized** or *it will not be accepted*.

NOTE: If you have taken the test in the previous year and failed. You only need to complete this form and send a copy of your failure letter you received with fee.

1. Application must be in on or before **April 14, 2014** or it will not be accepted. Tentative examination date is scheduled for **May 15, 2014**. Applicant will be notified by letter with all relevant information.
2. What type of apprentice training have you had and the number of years? Supply copies of diplomas or a letter from employers. **Papers must be notarized.**
3. How many years have you been working for Licensed Electrical Contractors? Submit letter from each contractor you have worked for over the past seven (7) years. **Papers must be notarized.**
4. A \$150.00 certified check or money order must be submitted with the application. Upon passing, it will be another \$150.00 for the Electrical License. In the event of failure of the examination, money will not be refunded. If you do not qualify for the examination, your money will be refunded.
5. Any person who fails the examination with a grade of 60% or higher has thirty (30) days from the date of notification to review same and question their mark. This request must be made in writing.
6. **Please see the reverse side for Qualifications for Master Electrician's License.**

**PLEASE ATTACH ALL PAPERS TO THIS APPLICATION**

**§ 171-32. Qualifications for master electrician's license. [Amended 1-24-2008 by Ord. No. 3.21.07]**

- A. Applicants for the master electrician's license examination must meet the following qualifications:
- (1) They must pay the prescribed fee.
  - (2) They must possess the following training or experience. Said experience, defined as 1,800 work hours, constitutes one year of experience.
    - (a) Either seven years' practical experience under the supervision of a licensed master electrician performing work for which an electrical permit is required; or
    - (b) A Bachelor of Science degree in electrical power engineering from a four-year program at an accredited college or university and at least three years of practical experience, under the supervision of a licensed master electrician, in the performance of electrical work for which a permit is required in the City of Albany; or
    - (c) An Associate of Science degree or its equivalent, consisting of a two-year program of study in electrical engineering from an accredited college or university and at least five years of practical experience under the supervision of a licensed master electrician performing electrical work for which a permit is required in the City of Albany; or
    - (d) A degree from an accredited electrical trade school and at least five years of practical experience under the supervision of a licensed master electrician performing electrical work for which a permit is required in the City of Albany; or
    - (e) A certificate from a New-York-State-approved apprenticeship program, with in-service training totaling 5,000 hours and at least two years of practical experience under the supervision of a licensed master electrician performing electrical work for which a permit is required in the City of Albany; or
    - (f) A master electrician's license issued by another licensing jurisdiction, with evidence that the applicant has continuous practical experience under that license for at least 10 years; or
    - (g) Such other electrical schooling or training which the Board finds to be substantially equivalent to any of the above plus the requisite number of years of practical experience under the supervision of a licensed master electrician, so that the time of training plus practical experience is seven years. Under this subsection, however, for at least three of the seven years the applicant must have been performing electrical work under the supervision of a licensed master electrician for which a permit would have been required.
- B. Proof of training and experience.
- (1) The Board, by rule or regulation, shall set forth the types of proof required to prove an applicant's qualifications. Under this section, the experience required may have been under an electrician licensed by another jurisdiction whose requirements are substantially similar to those required by this article. Although various forms of proof of training and experience may be found acceptable to the Board, the following are typically considered acceptable:
    - (a) Notarized testimony from a licensed master electrician, listing dates, duration and total hours worked by the applicant.
    - (b) Official school transcripts.
    - (c) Apprenticeship training certificate.
    - (d) Payroll records or pay stubs with hours worked.
    - (e) Copies of an electrical license issued to the applicant by another licensing jurisdiction, along with an itemization of that jurisdiction's requirements for licensing.
    - (f) Copies of approvals of work issued to the applicant from a recognized inspection agency, listing the work performed and the dates completed.
  - (2) The Board specifically reserves the right to accept or reject any of the above items as substantiation of an applicant's qualification. Any proof of training or experience must clearly identify the applicant and the individual, agency or institution issuing the document. Documents must be accompanied by dates of service, contact information of the individual, agency or institution and the contact information of an individual familiar with the applicant's work or schooling.