



PRE-APPLICATION FOR A CLASS "A" ELECTRICAL LICENSE EXAM

THE DEADLINE FOR YOUR SUBMISSION IS

11/30/2021

Your completed form can be mailed to the Department of Buildings & Regulatory Compliance at the address above or can be submitted via email to codes@albanyny.gov

Please be sure to read the qualifications needed to sit for the exam on the next page.

Name: _____

Address: _____ Zip: _____

Phone: () _____

Email: _____

Email address is required for all applicants

Please add me to the list of persons to be contacted to submit an application to sit for the next Class A Electrical Exam. ***I have completed the information above and understand that I will be contacted via email to submit the formal application.***

Exam Qualifications for Master Electrical License

Section 171-32 of the Code of the City of Albany, NY- Amended 01-24-2008 by Ord. 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.