

## STEP 1: EXAM GUIDELINES

In order to obtain a Master or Special Electrician license, you **must** meet the following qualifications:

- Be at least twenty one (21) years old;
  - Be able to read and write the English language;
  - Have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of a Master or Special Electrician;
  - Have at least seven and a half (7.5) years of experience or the equivalent (as indicated below) within the ten (10) years prior to application with a minimum of 10,500 hours or the equivalent (as indicated below) of satisfactory experience in the installation, alteration and repair of wiring and appliances for electric light, heat and power in or on buildings or comparable facilities. Experience **must** be obtained either under:
    - The direct supervision of a Department-licensed Master Electrician or Special Electrician
- OR**
- For applicants with experience outside the New York City area, the direct supervision of an individual with comparable qualifications as determined by the Buildings Commissioner and while employed by a Master Electrician business as defined herein, or an individual, partnership or corporation owning, leasing or managing a building, buildings or parts and employing a Special Electrician to perform electrical work in/on specific buildings, lots or parts owned, leased or managed by such individual, corporation or partnership, or an individual, a partnership or a corporation deemed acceptable by the Buildings Commissioner.

*NOTE: No more than 25 percent of such satisfactory experience shall be obtained while working outside the United States unless the Buildings Commissioner determines that the licensing system and electrical code of the foreign jurisdiction is essentially similar to licensing systems and electrical codes in the United States.*

All applicants **must** also meet one (1) of the following levels of experience.

- I am a journeyman electrician who has at least seven and a half (7.5) years of work experience with a minimum of 10,500 hours of this experience working with tools on the installation, alteration and repair of wiring and appliances for light, heat and power in/on buildings or comparable facilities
- I have a Master of Science (M.S.) or a Bachelor of Science (B.S.) in electrical engineering and:
  - For applicants with master degrees, at least two and a half (2.5) years of experience with a minimum of 3,500 hours of this experience working with tools on the installation, alteration and repair of wiring and appliances for electric light, heat and power in/on buildings or comparable facilities
  - For applicants with bachelor degrees, at least three and a half (3.5) years of experience with a minimum of 4,900 hours of this experience working with tools on the installation, alteration and repair of wiring and appliances for electric light, heat and power in/on buildings or comparable facilities
- I am a graduate of a vocational, industrial, trade school or apprenticeship program registered with the New York State Department of Labor specializing in electrical wiring, installation and design or applied electricity and at least five and a half (5.5) years of experience with a minimum of 7,700 hours of this experience working with tools on the installation, alteration and repair of wiring and appliances for electric light, heat and power in or on buildings or comparable facilities

- I took college or university courses in an electrical or mechanical engineering degree program or a bachelor of science (B.S.) in electrical or mechanical engineering program and this experience\* combined with my work experience equals seven and a half (7.5) years of work experience with a minimum of 7,000 hours of this experience working with tools on the installation, alteration and repair of wiring and appliances for light, heat and power in/on buildings or comparable facilities

*\*Such applicants can count 50 percent of the curricula years he or she satisfactorily completed in the degree program towards the seven and a half (7.5) years of total required work experience as long as he or she passed all the subjects in the required courses. The number of years credited shall not exceed two and a half (2.5) years of the satisfactory experience*

- I took courses at a vocational, industrial or trade school, registered with the New York State Department of Labor specializing in electrical wiring, installation and design or applied electricity and this experience\* combined with my work experience equals seven and a half (7.5) years of work experience with a minimum of 7,700 hours of this experience working with tools on the installation, alteration and repair of wiring and appliances for light, heat and power in/on buildings or comparable

*\*Such applicants can count 50 percent of the curricula years he or she satisfactorily completed at the vocational, industrial or trade school towards the seven and a half (7.5) years of total required work experience. The number of years credited shall not exceed two (2) years of the satisfactory experience*

- I am an employee of a government agency, private inspection agency or other entity, accepted by the Buildings Commissioner whose duties primarily involve the inspection of electrical work for compliance with the electrical code and the electrical code technical standards and/or other laws relating to the installation, alteration or repair of electrical wiring or appliances and this experience\*, combined with my work experience, equals seven and a half (7.5) years of work experience with a minimum of 7,000 hours of this experience working with tools on the installation, alteration, and repair of wiring and appliances for light, heat, and power in/on buildings or comparable facilities.

*\*Such applicants can count 50 percent of the years he or she was satisfactorily employed in the above work towards the seven and a half (7.5) years of total required work experience as long as it was obtained within ten (10) years prior to application. The number of years credited shall not exceed two and a half (2.5) years of the satisfactory experience. The ten (10) year requirement does not apply to applicants who have five (5) or more years of work experience.*

## STEP 2: APPLYING FOR THE LICENSE

You **must** pass a written and practical exam in order to become a Master or Special Electrician.

### Written

You **must** complete the exam application ([LIC41](#)), check the box that indicates you are an Master or Special Electrician candidate and submit the application with the \$525.00 fee to the Department (see contact information below).

### Practical

After passing the written exam, you **must** apply to take the practical exam ([LIC42](#)). To do this you **must** complete the exam application, check the box that indicates you are a Master or Special Electrician candidate and submit the application with the \$350.00 fee, payable by **money order only**, to:

New York City Department of Buildings  
Licensing & Exams Unit – Exams  
280 Broadway, 1<sup>st</sup> Floor  
New York, NY 10007

## STEP 3: SCHEDULING YOUR EXAM

After submitting your exam application, you **must** next schedule your exams.

- If your application is accepted, you will receive an email from the exam administrator in three (1) to two (2) weeks with instructions on how to schedule your exam. Exams are given at several different locations in the State.
- The written exam consists of multiple-choice questions that assess your knowledge of the NYC Electrical Code, rules and applicable regulations. You will not be allowed to use reference materials during the exam
- Passing score is seventy (70) percent, If you pass the written exam you will receive your report (printed by the site proctor) at the exam site at the time of testing, and a practical exam will be scheduled.
- If you pass the practical exam, you will receive a letter via US Mail by CPS approximately 3-4 weeks after the date of the practical exam.

## STEP 4: BACKGROUND INVESTIGATION

In order to become a Master or Special Electrician, you **must** also pass a background investigation by submitting the below documents, in-person and by appointment only, to the Department at:

New York City Department of Buildings  
Licensing & Exams Unit – Exams  
280 Broadway, 1<sup>st</sup> Floor  
New York, NY 10007

Applicants have **one** (1) year to complete the submission of all documentation.

- Examination Score Report Form
- [LIC 38](#) application
- [LIC34](#), if applicable
- [Supplemental Investigation Questionnaire](#)
- Notarized [Background Investigation Questionnaire](#)
- [LIC51](#) application

*NOTE: Applicants may also fill out the [LIC51](#) Voluntary Authorization for Service of Process by email even if they reside within the City of New York and would like to receive Notices of Violation (NOV)/Summonses via email.*

- [LIC62: Physical Exam Form](#) (**must** completed within 90 prior to application date)
- [Experience Verification Forms](#) from all supervisors for the years you are claiming as experience  
*NOTE: Experience Verification Forms from company Human Resources will not be accepted*
- Social Security History of Earnings for the years you are claiming as experience  
*NOTE: There is a fee charged by the Social Security Administration for this service. You **must** request the report to be run by 'company name.' You may request the information by mail or in person (ordinarily you can receive this instantly in person). Visit (<http://www.ssa.gov/online/ssa-7050.html>) for more information.*
- Current Photo ID (driver's license, learner's permit, State ID, green card, or passport)
- Original Social Security Card

- Proof of residence with a utility bill, bank statement, lease or deed, or a typed notarized letter and bill from the person you are residing with  
*NOTE: Cell phone bills will not be accepted*
- Latest pay stub or W-2 if needed for qualifying experience
- [Child Support Certification Form](#)
- \$500.00 background fee

#### Business Documents as described below

- All electrician businesses **must** submit an [LIC33](#) application for business address approval;
- All electrician businesses **must** have General Liability, Workers' Compensation, and Disability Insurances, see the [Insurance Guidelines section](#) for more information about insurances.
- Telephone Bill in the business' name at the approved business location (if the phone service provides a non-traditional landline service, you will need to provide a utility bill (water, electricity, or gas), or a signed and notarized lease/rental agreement in the business name stating all utilities are covered as part of the agreement).

#### Additional Requirements for Corporations

All corporations **must** provide the following documentation in addition to the above required documentation in STEP 4:

- A **certified** copy of your corporation's Certificate of Incorporation from the [New York State Department of State](#)  
*\*Must include the all-purpose clause stating: This Corporation is formed to do Electrical work, bid on Electrical contracts, and perform such other functions as may be ancillary to an Electrical contracting business.*
- A copy of your corporation's Filing Receipt or Certificate of Good Standing  
*NOTE: All firms, corporations, or partnerships **must** have 'Electric' or 'Electrical' as part of the official name.*
- A copy of your corporation's minutes stating the names of the corporation's elected officers.  
*\*Minutes **must** contain the Name, Address and titles of all partners*  
*\*\*Licensee **must** be designated as an officer and licensee of the firm*  
*\*\*\*If there is more than one licensee at the firm one licensee **must** designated as the 'Responsible Representative,' this **must** be submitted on a company letter head and notarized by the licensee*  
*\*\*\*\*Minutes or the Unanimous Consent Affidavit **must** always state if the licensee will be just a designee or the Responsible Representative of the firm*

#### Additional Requirements for Limited Liability Companies (LLC)

All LLCs **must** provide the following documentation in addition to the above required documentation listed in STEP 4:

- A certified copy of your LLC's Filing Receipt or Certificate of Good Standing  
*NOTE: All firms, corporations, or partnerships **must** have 'Electric' or 'Electrical' as part of the official name.*
- A certified copy of your LLC's Articles of Organization from the New York State Department of State  
*\*Must include the all-purpose clause stating: This Company is formed to do Electrical work, bid on Electrical contracts, and perform such other functions as may be ancillary to an Electrical contracting business.*

- A copy of your LLC's minutes stating the names of the LLC's elected officers.

*\*Minutes **must** contain Name, Address and titles of all partners*

*\*\*Licensee **must** be designated as an officer and licensee of the firm*

*\*\*\*If there is more than one licensee at the firm one licensee **must** designated as the 'Responsible Representative;' this **must** be submitted on a company letter head and notarized by the licensee*

*\*\*\*\*Minutes or the Unanimous Consent Affidavit **must** always state if the licensee will be just a designee or the Responsible Representative of the firm*

#### Additional Requirements for Partnerships

All partnerships **must** provide the following documentation in addition to the above required documentation in STEP 4:

- Your partnership's Certificate of Partnership stating all present officers and their percentage of ownership

#### Additional Requirements for Individuals with a Business Name (Sole Proprietors)

All individuals with a business name (sole proprietors) **must** provide the following documentation in addition to the above required documentation in STEP 4:

- A copy of your Business Certificate from the County Clerk

#### Additional Requirements for Businesses located outside of New York State

All companies formed outside of New York State **must** provide the following documentation in addition to the above required documentation in STEP 4:

- A certified copy of your Application for Authority from the New York State Department of State

## **STEP 5: OBTAINING THE LICENSE CARD**

Once you have passed the exams and background investigation, you need to apply for your Master or Special Electrician License.

- If you pass both exams and the background investigation, you will be notified in writing by the Department's Licensing Unit that you are eligible to apply for a Master or Special Electrician license
- You have one (1) year from the date of that letter to begin submitting the required documents for your license. If you do not complete the process within one (1) year of the date on the letter, you will be required to retake the exam
- You **must** make an appointment to apply for a license by calling the Licensing Unit & Exams at **(212) 393-2259**. All documents submitted **must be originals**; copies will not be accepted. Candidates without appointments will not be seen.

*\*Please refer to the [LIC38 Instructions for Master and Special Electricians](#) regarding the required documents you will need to bring when submitting for your background and picking up your license.*