

ELECTRICAL EXAMINATION FAQ'S

1. I understand there is a new law and I don't have to prove my experience to become an electrical contractor. Is this true?

No, the new law simply requires applicants to pass the exam before the Board will review their experience and other qualifications for licensure. The requirements are all the same, they are just reviewed after you pass the exam instead of prior to exam.

2. When did the new law go into effect?

The law became effective July 1, 2008.

3. I received a letter stating my application was going to be reviewed at the next Board meeting. Is my exam application going to the July Board Meeting for approval?

No, exam applications will not be sent to the July 2008 Board Meeting.

4. If the Board does not review my application what will happen to it?

All pending electrical exam applicants who meet basic criteria (over 18 years of age and supply name, address and date of birth) and have submitted the appropriate fees will be able to take the November exam. You will be sent a letter explaining this process.

5. Since I already submitted my experience information and credit reports will I have to send them in again?

No, once you pass the exam you will be required to submit an application for licensure. The application will require you to submit the following items:

- Evidence of your work experience
 - W2 forms
 - Employment verification forms signed by your employers
 - Job Lists
- Evidence of financial responsibility
 - A personal credit report
 - A personal financial statement
- Business Information
 - Business credit report
 - Business financial statement
 - Certificate of Status from the Department of State Division of Corporations
 - A letter of financial responsibility
 - Verification of officer supervisor status

***Any of the above items that you already submitted can be copied and mailed in with your licensure application once you pass the exam – or you could note on the application that those items are already on file with D.B.P.R. and reference your old exam application number.**

6. What experience is required to become a certified electrical or alarm contractor?

You must meet one of the following experience requirements:

- Must be licensed as an electrical professional engineer for three (3) years within the last 12 years; or
- Must have three (3) years of management experience in the trade within the last six (6) years immediately preceding the filing of the application; or
- Must have four (4) years of experience as a foreman, supervisor or contractor in the trade within the last eight (8) years immediately preceding the filing of the application; or
- Must have six (6) years of comprehensive training, technical education or broad experience associated with an electrical contracting business within the last 12 years immediately preceding the filing of the application; or
- Must have at least six (6) years of technical experience in electrical work with the Armed Forces or a governmental entity within the last 12 years immediately preceding the filing of the application; or
- Must have a combination of these qualifications totaling six (6) years of experience.

In addition, if you are applying for the following categories these specific experience requirements will apply:

EC – Certified Electrical Contractor

- The required experience **must** include at least 40% of work that is in 3-phase services.

EF – Certified Alarm System Contractor I (All Alarm Systems)

- The required experience **must** include at least 40% of work that is in fire alarm systems.

EG – Certified Alarm System Contractor II (Excluding Fire)

The required experience **must** include at least 40% of work that is in alarm systems other than fire alarm systems.

7. What documentation is required to verify my experience?

You will need to submit the following items with your initial certified licensure application.

- Evidence of your work experience
 - W2 forms
 - Employment verification forms signed by your employers
 - If self employed as a registered contractor in Florida or out of state you may submit 3 notarized letters of reference from other licensed contractors or building officials who are familiar with your experience.
 - Job Lists – listing 5 jobs per year for each year of experience you are claiming.

8. What are possible reasons my application for licensure could be denied if I have passed the examination?

Your application could be denied for many reasons even if you have passed the examination. Here are some of the more common reasons for denial:

- **Failure to demonstrate the required experience** – your W2's, job lists or employment verification forms may not support that you have the experience required by the statute. This may occur if:
 - You are applying based on supervisory experience but your salary and job duties are not in line with someone with supervisory responsibilities in this industry.
 - Your work experience is not in the “trade” of electrical contracting, experience as an electrician or supervising electrician for a facility is not considered by the board to be electrical contracting experience. An applicant must have worked for an electrical contractor if they are applying based on experience in the “trade”.
 - Your job lists do not show enough specific experience in the category you are applying for. Such as 40% experience in 3 phase electrical work for Unlimited Electrical, fire alarms for Alarm I or burglar alarms for Alarm II. Be sure to concentrate your job lists on jobs that meet those requirements.
- **Failure to demonstrate financial responsibility** – this could be a basis for denial based on your personal financial statement or personal credit report. This may occur if:
 - Your personal financial statement shows a negative net worth.
 - Your personal credit report shows delinquent accounts, collection accounts, unpaid liens or judgments.
- **Criminal history that relates to the practice of electrical contracting.**
 - If you have criminal history you must disclose it in your application – it will be up to the Board to determine if it relates to the practice of electrical contracting and if it is sufficient grounds to deny your application.

9. What other documentation is required for an initial certification application?

Evidence of financial responsibility

- a. A personal credit report
- b. A personal financial statement

Business Information

- c. Business credit report
- d. Business financial statement
- e. Certificate of Status from the Department of State Division of Corporations
- f. A letter of financial responsibility
- g. Verification of officer supervisor status