

IMPORTANT INFORMATION
STATE OF MICHIGAN
ELECTRICAL LICENSING/EXAMINATION INFORMATION



**COMPLETELY READ AND FOLLOW THESE
INSTRUCTIONS WHEN COMPLETING YOUR
EXAMINATION APPLICATION
KEEP THIS PACKET**

If you need to telephone for assistance you will be required to
have this information packet available for reference.

1. WHAT YOU CAN DO TO HELP SPEED UP THE APPLICATION PROCESS

Completely read and follow instructions on the examination application.

Complete and mail the application at least 60 days prior to the examination date, if possible.

1. Have all requirements for testing been fulfilled at the time of submitting this application?
2. Is the application complete?
3. Is the application signed?
4. Is **original, notarized** documentation attached?
5. Is your payment enclosed?
6. Have you provided verification of apprenticeship registration for 4 years?

Make sure your letters of documentation from your employer includes the name and license number of the master of record for the company or the master that is signatory on the electrical affidavit at your place of employment. The letters **must** be: **original, notarized, on company letterhead, contain the starting and ending dates** (month, day & year) **of employment, the number of hours worked, a description of your experience or duties and include the license number of the master electrician, DO NOT INCLUDE OVERTIME HOURS IN YOUR ACCUMULATION OF TIME FROM ANY EMPLOYER.**

BE SURE YOUR VERIFICATION LETTERS DO NOT HAVE OVERLAPPING DATES OF EMPLOYMENT.

PAYCHECK STUBS ARE NOT CONSIDERED VALID DOCUMENTATION.

2. OUT-OF-STATE APPLICANTS

The State of Michigan does not reciprocate with any other state for licensing. Therefore, if you are licensed in another state you are still required to take and pass an examination to receive a license in the State of Michigan.

Due to the degree of difficulty in verifying out-of-state licensing, we ask all the following:

- a. Provide copies of the electrical contractor's license for your employer with your verification letters.
- b. If you or your employer has an out-of-state license, provide a copy of the license with a copy of your driver's license.
- c. Provide a copy of the licensing requirements for the licensing authority (city, township, county or state) where the license was issued, with either a and b above.
- d. A non-resident electrician who is licensed in another state may receive a temporary journeyman electrician license for a period of not more than 90 days if the non-resident electrician qualifies for examination. You must submit your request in writing and submit a copy of your driver's license with your application. **UPON APPROVAL FOR EXAMINATION THE TEMPORARY LICENSE WILL BE ISSUED.** An additional \$20.00 fee is required for issuance of a temporary license.

3. MILITARY EXPERIENCE

You must write to the American Council on Education, One DuPont Circle, Washington, DC 20036-1193 to request an *Evaluation of Military Training and Occupations* form (DD-2586) to submit with your application.

- a. Applicants who desire credit for military experience must submit documentation of experience in electrical construction or electrical building maintenance. This experience can only be evaluated when you have submitted your documentation on the form noted above with your application.

4. **EDUCATION**

Credit toward the 8,000 hours of practical experience shall be provided to an applicant as follows:

- a. Not more than 2,000 hours upon furnishing a copy of a Bachelor of Science degree in electrical engineering.
- b. Not more than 1,000 hours upon furnishing documentation of participation in a training or educational program that is acceptable to the board.

5. **APPRENTICE REGISTRATION**

Michigan law requires an electrical apprentice to register within 30 days of employment.

This requirement is being actively enforced, when an application is submitted for the journeyman examination, we check to verify the applicant has been registered for a full 4 years.

If the applicant has been registered a full 4 years, the application verification letters are reviewed and the application is approved or denied based on the letters submitted.

If the applicant has not been registered for a full 4 years, this office has to deny the application. However, the Electrical Administrative Board has approved an alternate compliance method for applicants to become eligible for examination

- a. **First**, the applicant must be currently registered.
- b. **Second**, the applicant must pay the fees for the years he/she was not registered.

If the applicant was never registered he/she must submit a completed registration application with \$35.00

If the applicant has been registered for 1 year he/she must pay: \$30.00

If the applicant has been registered for 2 years he/she must pay: \$20.00

If the applicant has been registered for 3 years he/she must pay: \$10.00

- c. **Third**, the applicant must show proof of participation in a structured apprenticeship program such as JATC, ABC, or the Dept of Labor programs.

If the applicant did not participate in a structured program they must submit a letter showing their progression from entry-level worker to skilled worker.

BELOW IS THE SUGGESTED FORMAT FOR THIS LETTER.

THIS NEEDS TO BE ON COMPANY LETTERHEAD

- Name of examination applicant: _____
- Exact dates employed by you: _____ / _____ / _____ / _____ / _____
From: month/day/year To: month/day/year
- Total hours worked for your company, not including overtime:
- Under whose supervision did the apprentice work?
- Type of work performed in the 1st year of his/her apprenticeship:
- Type of work performed in the 2nd year of his/her apprenticeship:
- Type of work performed in the 3rd year of his/her apprenticeship:
- Type of work performed in the 4th year of his/her apprenticeship:
- Supervising master electrician's signature: _____
- Master's signature needs to be notarized.

(Note-if this letter contains all the information listed above; it can be used for both the progression letter and the verification of time letter.)

Effective September 1, 2005, all journeyman electrical examination applicants must document at least one year of apprentice registration with the State of Michigan; beginning on September 1, 2006, all journeyman electrical examination applicants must document at least two years of apprentice registration with the State of Michigan; beginning on September 1, 2007, all journeyman electrical examination applicants must document at least three years of apprentice registration with the State of Michigan; and beginning on September 1, 2008, all journeyman electrical examination applicants must document four years of apprentice registration with the State of Michigan along with the experience requirements as outlined in the act and rules.

GENERAL INFORMATION

1. If the instructions are not followed, or if the application is incomplete, it causes delays in processing your application.
2. The test will be based on the edition of the Michigan Electrical Code that has been adopted and is in effect at the time of your application.
3. If your application has been approved you will receive an admission card approximately 10 - 14 days prior to the examination you have requested. If your application has not been approved you will receive a denial letter. If that occurs, you may have an opportunity to submit the corrected information prior to the application deadline. On occasion your denial letter may not reach you in time for the problem to be corrected **so it is important to read and follow the instructions prior to submitting your application.**
4. If you receive a letter of denial, read all of the information contained in the letter. The reason for the denial is always explained in your letter.
5. **The \$25.00 application fee is non-refundable.** If your application is rejected you are given 15 days to submit additional documentation without having to pay the \$25.00 application fee again.
6. Applicants for examination may appeal to the Electrical Administrative Board when their application has been denied due to their inability to comply with the requirements set forth in the application instructions. Appeals shall be in writing and addressed to:

Electrical Administrative Board
DLEG/BCC/Electrical Division
P.O. Box 30254
Lansing, MI 48909

You will be notified of the date, time and location of the Board meeting at which your appeal will be reviewed. You may attend the Board meeting if you desire.

7. If you fail to appear for the examination date designated on the admission card and fail to make a satisfactory explanation for your absence to the department within 10 business days following the scheduled examination, then the application is canceled and the application fee is forfeited. **IF NOT SENT BY 10 DAYS AFTER THE EXAM THE \$25 FEE WILL BE FORFEITED.**
8. Once you are approved for examination you do not have to submit another application with the verification letters, the original application and your letters are retained in our files for 10 years. Do not submit another application unless requested to do so.

9. If you are asked to provide more information, **attach a copy of the letter you receive to the requested information.** This will enable us to process your updated information quickly. Retain copies of all correspondence for your records.
10. If you want verification your application has been received in our office, send your letter via U.S. mail with a return receipt requested. We are unable to verify receipt of applications over the phone as this delays the process. However if we have cashed your check or money order we have received your application. **If you are sending your application through an overnight delivery service other than the post office you will need to send it to:**

DLEG/BCC/Electrical Division
7150 Harris Dr
Lansing MI 48909

11. Candidates With Special Needs. If a disability prevents you from taking the examination under normal conditions, please contact the Electrical Division office at (517) 241-9320.

ABOUT YOUR EXAMINATION

1. You are required to bring to the examination site: Picture identification (a current driver's license is preferred. Refer to the back of the admission card for additional accepted identification). You may bring a non-programmable calculator, and a minimum of two #2 pencils. **The Bureau of Construction Codes will no longer provide codebooks at examination sites.** Applicants for examination will be allowed to bring an unmarked National Electrical codebook for use during the examination. Code books may include listed index tabs, not homemade varieties. No markings will be allowed within the codebook. This includes margin notes; test notes, highlighting, paper clips or other testing aids.

HANDBOOKS ARE NOT ALLOWED.

APPLICANTS ARRIVING AT THE EXAMINATION SITE WITH MARKINGS, HIGHLIGHTING, OR UNLISTED TABS WILL NOT BE ADMITTED.

NO CELL PHONES ARE ALLOWED AT THE EXAMINATION SITE.

2. Examination results are sent to you approximately 30 days after the examination. **DO NOT CALL FOR RESULTS; THEY CANNOT BE GIVEN OVER THE TELEPHONE, AND WILL ONLY SLOW DOWN THE PROCESS.**
3. Information is printed on the back of your examination results. **PLEASE READ THIS INFORMATION.**

4. If an applicant fails the examination, notification includes a re-examination application form. Applicants are eligible to apply for the next examination by completing the re-examination form and sending it to the Electrical Division with the examination fee.
5. If you do not pass the test you cannot review the examination. This would jeopardize the integrity of the examination.
6. The Electrical Administrative Board (Electrical Division) does not maintain a list of approved classes for applicants who fail the examination twice. It is recommended classes be taken at universities, colleges, community colleges, or organizations such as ABC, CMEA, etc. The Electrical Division does maintain a list of approved classes for current license holders who must take a 15-hour code update course for licensing renewal. The code update courses are not strongly recommended for re-examination training but are acceptable.
7. Passing an electrical licensing examination may not exempt you from the 15-hour code update renewal requirement. The Electrical Administrative Board has ruled a person who passes an examination on the same code that is required for renewal of the next license MAY be exempt from completion of a course on that code if the person completed an apprenticeship education program that included code study.

ELECTRICAL LICENSES

The State Electrical Board has established Rules and Regulations
Governing Applications and Issuance of Licenses

Letters of documentation

Letters of documentation are **required to be signed by the qualifying master electrician, the contractor of record, or the master electrician that is signatory on the electrical affidavit at your place of employment.** This documentation must be an original, notarized letter on company letterhead and contain the starting and ending dates of employment, the number of hours worked, a brief description of your experience or duties, which shall include the **license number of the master electrician.** **Paycheck stubs are not considered valid documentation.**

Master Electrician License

Rules require an applicant be not less than 22 years of age and provide documentation of not less than 12,000 hours of experience obtained over a period of not less than six years related to electrical construction, maintenance of buildings, electrical wiring, or equipment, under the supervision of a master electrician and **must maintain an electrical journeyman's license for not less than two years and 4000 hours prior to the date of application for examination.** **Your verification letters should only show dates and hours worked from after the date your journeyman license was issued.**

Electrical Journeyman License

Rules require an applicant be not less than 20 years of age and provide documentation of not less than **8,000 hours of experience obtained over a period of not less than four years** related to electrical construction or maintenance of buildings or electrical wiring or equipment under the direct supervision of a person licensed under this act and **must maintain an electrical apprentice registration for not less than four years prior to the date of application for examination.**

Fire Alarm Specialty Technician

To be eligible for exam an applicant must have reached the age of 20 years and be certified by the National Institute for Engineering Technology, (NICET) as an associate of engineering technician, level II, or the equivalent as determined by the board, in the field of fire alarm systems technology.

Sign Specialist

To be eligible for examination candidates must have reached the age of 18 years, show completion of a sign specialist training course, and provide notarized documentation of not less than 4,000 hours of experience, obtained over a period of not less than two years, related to the manufacture, installation, maintenance, connection, or repair of electric signs and related wiring as verified by a contractor licensed under this act who is the current employer of the applicant. The hours of experience may be obtained from multiple employers, and equivalent education as determined by the board may be substituted for work experience.

EXAMINATION CONTENT DESCRIPTION

The **Journey** examination covers entry-level knowledge of the electrical industry as outlined in all categories listed below.

The **Master** examination covers additional knowledge required to plan and supervise electrical installations as outlined in all categories listed below.

The **Fire Alarm Specialty Technician** examination covers entry-level knowledge of the electrical industry as outlined in categories II, III, IV, IX, X, XI, XII, XIV listed below.

The **Sign Specialist** examination covers entry-level knowledge of the electrical industry, as outlined in categories I, II, III, IV, V, VI, VII, VIII, XIV listed below.

In addition to the description of each category, applicants should have the ability to read plans and drawings, and apply knowledge of the relevant safety procedures and requirements. Content area will include:

I. Grounding And Bonding

Determination of system and circuit grounding requirements, methods and location of grounding connections. Choosing proper size grounding conductors, bonding of enclosures, equipment and interior metal piping systems.

II. Branch Circuits, Wire Connections and Devices

Knowledge of circuit classifications, ratings, design and use requirements. Knowledge and calculation of branch circuit loads. Application of code rules covering electrical outlets and devices, including wiring connectors and methods.

III. Conductors

Determination ampacity, type of insulation, usage requirements, methods of installation, protection, support and termination. Includes calculation of voltage drop and deration.

IV. General Knowledge of Electrical Trade

Terminology and practical calculations such as power factor, voltage and current ratings of equipment.

V. Motors and Control of Motors and Equipment

Knowledge of code rules governing installation of motors and controls. Includes calculations for motor feeder and branch circuits, short circuit, ground fault, and overload protection, and disconnecting means. Knowledge of all control circuits and motor type application and usage.

VI. Services and Feeders

Knowledge of code rules covering services. Calculation of electrical loads and determination of proper size, rating and type of service and feeder conductors.

VII. General Use Equipment

Knowledge of code rules covering appliances, heating and air conditioning equipment, generators, transformers, etc.

VIII. Overcurrent Protection

Knowledge or application of fuses, circuit breakers and all types of protective devices for conductors and equipment. Includes rules on taps and splices.

IX. Raceways

Knowledge of all types of raceways and their uses. Determining proper size, conductor fill, support and methods of installation.

X. Special Occupancies and Equipment

Knowledge of code rules as they apply to hazardous locations, health care facilities, places of assembly, etc. Includes code rules on signs, welders, industrial machinery, swimming pools, etc.

XI. Boxes, Cabinets, Panelboards, Non-Raceway Enclosures

Application of proper type, use and support of boxes and cabinets, etc. Includes calculation of proper size and rating.

XII. Low Voltage Circuits and Equipment

Knowledge of circuits and equipment characterized by usage and electrical power limitations, which differentiate them from electric light and power circuits. Includes remote-control, signaling, and power limited circuits.

XIII. Lightning and Lamps

Knowledge of all types and applications of lighting fixtures, ratings, requirements for occupancies, special provisions, clearances, etc. Includes load calculations for lighting.

XIV. State Laws, Rules and Code Amendments

Knowledge of 1956 PA 217 (Electrical Administrative Act), 1972 PA 230 (State Construction Code Act) and the State Electrical Code (2005 National Electrical Code and Part 8, Michigan amendments).

Application for Journeyman Electrician Examination
 Michigan Department of Energy, Labor & Economic Growth
 Bureau of Construction Codes / Electrical Division
 P.O. Box 30255, Lansing, MI 48909
 517-241-9320
 www.michigan.gov/bcc

Agency Use Only

Examination Fee: \$100.00 (nonrefundable)

Authority: 1956 PA 217 Completion: Mandatory Penalty: Examination will not be given	DELEG is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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Instructions: To be eligible to make application for and take this examination an applicant shall meet the following criteria:

- Complete and sign application. Type or print in ink.
- Application and fee must be received 20 business days prior to the examination date.
- Applicant must not be less than 20 years of age.
- Provide **original notarized** documentation from present or former employers to the effect that the applicant has not less than 8,000 hours of practical experience obtained over a period of not less than 4 years related to electrical construction or electrical maintenance of buildings under direct supervision of a person licensed pursuant to the act. Documentation must include the beginning (month, day, year) to ending (month, day, year) dates of employment. The 8,000 hours of practical work experience over 4 years must be attained prior to the deadline date for submitting documentation. **Notarized**, original documentation must be on employers' letterhead stationery and provide dates of employment and hours worked under licensed supervision and signed by the qualified master electrician.
- Provide **proof of registration** as an electrical apprentice for not less than 4 years.
- Enclose a check made payable to the **State of Michigan**.
- Mail completed application, required documents, and payment to the address listed above.

Information

Applicants are permitted one examination for the \$100.00 fee. Upon achieving a minimum passing score of 75% or higher, the applicant will be billed \$40.00 for the journeyman electrician license prior to issuance of the license. Failure of examination 2 times within 2 years requires 1 year waiting period from the date of the second failure and proof of successful completion of a course on code, electrical fundamentals or theory to be eligible for reexamination. Examination fee is forfeited upon failure to appear for scheduled examination unless written explanation is received within 10 business days of the examination.

Examination Eligibility of Applicants From Other States or Countries

A person who is licensed as a journeyman electrician in another state or country may qualify for examination upon determination by the board that the license was obtained by the person through substantially the same or equal requirements as those of the state of Michigan in accordance with the provisions of section 3a of the act.

Applicant Information

NAME (Last Name, First Name, Middle Initial)	APPRENTICE REGISTRATION NUMBER	DATE OF BIRTH	LAST 4 DIGITS OF SOCIAL SECURITY NUMBER* XXX-XX-
ADDRESS	CITY	TOWNSHIP	
COUNTY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)

Have you previously taken this examination? Yes No

If examination was not administered by the State Electrical Division provide the licensing entity:

City of _____ Township of _____

Examination Site

Examinations are given at the sites listed below. Refer to the enclosed "Schedule of Electrical Board Meetings and Licensing Examinations" for examination dates. Please check below the site you wish to be examined at and indicate a preference of examination month. If approved for examination, an admission card will be mailed to you approximately 10 days prior to the examination date. If the examination you have selected is full, you will be scheduled for the next available examination at your preferred site.

<u>Preferred Site</u>	<u>Preferred Month</u>
<input type="checkbox"/> Lansing	_____
<input type="checkbox"/> Escanaba	_____

If you have a disability and require an accommodation to take the examination, please submit written documentation from a professional (education professional, doctor, psychologist, psychiatrist) to certify that your disabling condition requires the requested test accommodation. Forms are available from this office.

*This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

Experience Record

NAME OF CURRENT EMPLOYER		DATES OF EMPLOYMENT (MM/DD/YY)	
ADDRESS		CITY	STATE
			ZIP CODE
TYPE OF WORK PERFORMED			
NAME OF EMPLOYER		DATES OF EMPLOYMENT (MM/DD/YY)	
ADDRESS		CITY	STATE
			ZIP CODE
TYPE OF WORK PERFORMED			
NAME OF EMPLOYER		DATES OF EMPLOYMENT (MM/DD/YY)	
ADDRESS		CITY	STATE
			ZIP CODE
TYPE OF WORK PERFORMED			
NAME OF EMPLOYER		DATES OF EMPLOYMENT (MM/DD/YY)	
ADDRESS		CITY	STATE
			ZIP CODE
TYPE OF WORK PERFORMED			

Certification and Signature

I certify the information provided is true and accurate to the best of my ability and I have the experience required for this examination. I further understand falsification of any statement is cause for rejection of this application or revocation of license, if issued.

APPLICANT'S SIGNATURE	DATE
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Agency Use Only

Approved for Exam Yes No

Date of Exam	Score	Absent	Date of Exam	Score	Absent

Validation Area

Date Approved by EAB _____