



State of Alabama
The Alabama Board of Electrical Contractors
2777 Zelda Road
Montgomery, AL 36106

**ELECTRICAL CONTRACTOR APPLICATION
BY EXAMINATION OR RECIPROCITY AGREEMENT**

INFORMATION AND INSTRUCTIONS

Application by Examination:

Applications for the examination are reviewed at the Board's quarterly meetings. Applications are to be submitted to the Board Office on or before the deadline (see meeting schedule). Applications received after the deadline will remain in the Board office until the next quarterly meeting.

You will be notified within 10 days after being approved and at that time, you need to submit an exam fee of \$165 (**Cashier's check or money order**). Once this fee is paid, you will receive an authorization letter with instructions to schedule the examination. A Candidate Information Bulletin (for all testing information) is located on the Board's website under the forms section. All scores are reported by mail. If you do not pass, you will receive a form to retake the examination. Do not submit your application in a quarter that you will not be prepared to take the examination. Authorization letters are not transferable to another person. You will be required to submit a re-take form (available on the website) along with an additional examination fee if you fail to take your examination within the authorized 90 days. If you fail the exam you can submit a re-take, a new 90 days will be authorized.

Application Instructions: This application may be typed or neatly hand written. For your application to be reviewed by the Board, it must be complete and all the following information included:

- Appropriate licensing category is marked (by Exam or Reciprocity)
- Required and notarized signatures have been obtained
- Passport photo (2x2) is included
- Work experience and work affidavit sections have been completed
- All questions answered

Required Experience: The required experience to qualify for this examination is in commercial, industrial or residential. You must have held a supervisory or managerial position for the required amount of time. **Maintenance experience of any type will not be counted towards the required amount of time.** The Work Affidavit must be completed by someone in the Human Resources Department, Company President/CEO, Electrical Contractor, Master Electrician, Electrical Engineer or Electrical Inspector. You cannot sign your own work affidavit. If you are self-employed,

sign the Affidavit of Applicant / Owner President on page 4 on both lines – as the Applicant and as the Owner/President.

The application must have a minimum 8,000 hours of electrical supervisory experience. As defined in Chapter 303-X-2-.02(b)(1): “Persons applying for a statewide electrical contractor examination must demonstrate a minimum of 8,000 hours’ experience that shows that you have designed, planned, laid-out and directly supervised electrical construction activities and the installing of electrical components.”

Qualified Education: Applicant may substitute one year of education in electrical curriculum for one-half year electrical experience for a maximum of 2,000 hours of the required 8,000 hours of experience. The applicant must submit a copy of the diploma, certificate, or transcript.

Applicants Applying by Reciprocity Agreement:

All reciprocal applicants must meet the experience requirements listed above. An applicant also must have passed a standardized examination with one of these participating states: Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee or Virginia. The applicant must not have any outstanding complaints with any other licensing agency, and all applicants must be currently licensed and in good standing.

Application Instructions: This application may be typed or neatly hand written. For your application to be reviewed by the Board, it must be complete and all the following information included:

- A copy of your license issued by the state licensing board showing you have an electrical contractor’s license in the category in which you are applying.
- An original letter from the state licensing board verifying that you hold an unlimited/unrestricted license and that you have passed the required examination. **(copies, faxes and online verifications are not accepted).**
- Work experience and work affidavit sections have been completed
- The reciprocity fee of \$315.00 (Cashier’s check or money order).
- All questions answered

Note that State law requires that any electrical contractor performing a job over \$50,000 must have an appropriate license issued by the Alabama Licensing Board for General Contractors. For questions regarding this, contact the General Contractors Board at 1-800-356-6361 or www.genconbd.state.al.us.



State of Alabama
The Alabama Board of Electrical Contractors
2777 Zelda Road
Montgomery, AL 36106

ELECTRICAL CONTRACTORS LICENSE APPLICATION

Application for (select one):

- _____ **Electrical Contractor by Examination**
_____ **Electrical Contractor by Reciprocity**

In this space
applicant, will attach
2'x2" photo taken in
the last six months.

Full Name: _____
(Last) (First) (Middle)

Business Name: _____
Exact name in which the entity will be conducting business in AL

IRS (tax) Identification # _____
May substitute SSN#

Select your business type:

___ Sole proprietorship ___ Partnership ___ Corporation ___ LLC ___ LLP

Business Mailing Address:

(City) (State) (Zip)

Business Physical Address:

(City) (State) (Zip)

Business Phone: (____) _____ **Fax:** (____) _____

Preferred Email Address: _____

Home Address: _____
(Street) (City) (State) (Zip)

SSN: _____ **Primary Phone:**(____) _____ **Secondary Phone:** (____) _____

Background Information of Applicant

Attach documents and/or a written explanation for each “Yes” answer.

Have you ever been disciplined for contracting/practicing as an electrical contractor or without being properly licensed?

_____ YES _____ NO

Is any investigation or disciplinary action currently pending against you by any regulatory authority?

_____ YES _____ NO

Have you or any organization of which you are or were an officer, principal, qualifying party or major shareholder ever been issued a Cease and Desist Order for contracting / practicing without being proper licensed?

_____ YES _____ NO

Affidavit of Applicant / Owner President:

I, **the applicant**, listed on this application, am a full-time employee in a responsible management position with the **applicant requesting this license**. **I, the applicant, and I, the owner / president**, affirm that all statements contained herein are true and correct to the best of our knowledge. We further understand that false or incorrect information provided by either of us may result in the cancellation or denial of license issued pursuant to this application and may be subject to civil and criminal proceedings. We agree that all information in this application may be verified and investigated. We have read, and are familiar with, the Alabama Code of Laws Act regulating contracting and hereby agree to abide by such laws.

Signature of Applicant	Title	Date
Signature of Owner / President	Title	Date

Sworn and subscribed before me this _____ day of _____, 20_____

_____ My Commission expires _____
Notary Public

State of _____ County of _____

Note: Must be signed and notarized or application will be returned.

Business Entity Job List

List the jobs you supervised to demonstrate you have 8,000 hours of experience. If claiming education, list here and enclose proof (transcripts or diploma). If additional space is needed, copy this page and attach to application.

List dates as mm/yyyy	Name & brief description of job you supervised	Total project hours	City & state of job
Job start date: Job completion date:			
Job start date: Job completion date:			
Job start date: Job completion date:			
Job start date: Job completion date:			
Job start date: Job completion date:			
Job start date: Job completion date:			

Work Affidavit

Applicant must furnish the Board a separate affidavit from each employer or company listed on this application, certifying the hours in electrical construction work. Applicant **cannot** certify his/her own electrical hours. If applicant is self-employed, do not use this form. Sign twice under the Affidavit of Applicant/Owner President.

If employed in more than one capacity, list each Supervisory Position / Title and the period applicable. Dates on work affidavit must match dates listed on the Business Entity Job List. A minimum of 8,000 hours must be certified.

On this _____ day of _____, 20____, I hereby certify that

_____ (Last Name) (First Name) (Middle Initial)

was employed by _____
Company Name

_____ in the capacity of:
Company Address, City, State, Zip Code

Supervisory Position/Title _____ from the _____ day of _____
through the _____ day of _____, _____.

Total hours worked _____.

Supervisory Position/Title _____ from the _____ day of _____
through the _____ day of _____, _____.

Total hours worked _____.

Total time worked _____.

I certify that the above statements are true and correct according to the company records and/or my personal knowledge.

This _____ day of _____, 20____

NOTARY

My Commission Expires _____
(Seal)

Name (PLEASE PRINT)

Signature

Company

LIC # or Title

(____) _____ (____) _____
Phone Fax

Email: _____



Alabama Electrical Contractors Board

Proof of Citizenship Form

This form is to be completed by all applicants to comply with AL Code §31-13-7 (1975 as amended).

Please mail this form with a copy of the required documentation to:

AL Electrical Contractors Board

2777 Zelda Rd.

Montgomery, AL 36106

Do not send originals or faxes of citizenship/legal presence documents.

Name (Please Print): _____

Track I: Please complete this section if you are a United States Citizen. Check all that apply below:

I am a United States Citizen. I am submitting the attached COPY of my document to prove citizenship:

Please check and submit one of the following:

- Alabama Driver's License or identification issued by the Department of Public Safety
- Driver's License from other state that required proof of lawful presence
- Birth Certificate indicating U.S. Birth
- Valid U.S. Passport
- Military Identification showing U.S. as place of birth
- Naturalization documents
- Certificate of Citizenship
- Consular report of birth abroad of US Citizen
- Bureau of Indian Affairs identification
- American Indian card issued by Homeland Security
- Final adoption decree showing person's name and place of U.S. Birth
- A valid Uniformed Services Privileges and identification card
- Excerpt from a United States hospital record of birth indicating the place of birth in the United States
- Certification of Birth issued by U.S. Department of State

I hereby declare that I am a citizen of the United States of America. I sign this declaration under penalty of perjury; making a false or fictitious statement or representation in this declaration is perjury in the second degree, pursuant to Ala. Code S 13A10-102.

Signature

Date

Track II: Please complete this section if you are not a United States Citizen. Check all that apply below:

I am not a United States Citizen. I am submitting the attached COPY of my document to prove legal presence in the US:

Please check and submit one of the following:

- 1-327 Re-entry Permit
- 1-551 Permanent Resident Card
- 1-571 Refugee Travel Document
- 1-766 Employment Authorization Card
- 1-94 Arrival/Departure Record
- Unexpired Foreign Passport
- Temporary 1-551 Stamp (on passport or 1-94)
- 1-20 Certificate of Eligibility for non-immigrant (F-1) student status
- DS 2019 Certificate of Eligibility for Exchange Visitor (J-1) status
- Machine-readable immigrant Visa (with temporary 1-551 language)
- Other: Explain: _____

I hereby declare that I am an alien lawfully present in the United States of America. I sign this declaration under penalty of perjury; making a false or fictitious statement or representation in this declaration is perjury in the second degree, pursuant to Ala. Code S 13A-10-102.

Signature

Date

FOR BOARD USE ONLY

DATE APPLICATION REVIEWED: _____

BOARD MEMBER:

APPROVED FOR EXAMINATION: _____ **YES** _____ **NO**

BOARD MEMBER'S INITIAL _____

DISAPPROVED FOR EXAMINATION DUE TO:

APPROVED / DENIED FOR RECIPROCITY _____ **YES** _____ **NO**

STATE: _____

EXECUTIVE SECRETARY _____

DATE: _____



State of Alabama

The Alabama Board of Electrical Contractors

2777 Zelda Road
Montgomery, AL 36106

If you would like to receive notification that your application has been received, submit this page with your application, along with a self-addressed stamped envelope.

This form should not be used by those applying for reciprocity.

Fill in the applicant name and company below:

Applicant: _____

Company: _____

Stamp:

Applicant: Your application has been received by the Alabama Electrical Contractors Board on the date stamped above.

You will need to refer to the Board's application deadline and meeting calendar to know when your application will be reviewed for approval to take the examination. If this letter is returned to you, the Board's staff has reviewed your application and considers it to be complete.

If the application is not considered to be complete by the Board's staff, you will receive your application along with written instructions on what is needed to complete the application.