



## Board of Electrical Examiners Application

Licensing is at the discretion of the local municipality in the state of Indiana. There is not a state electrical license.

### Types of Licenses

- Master – Unrestricted
- Residential – Allows license holder to work on one- and two-family structures only

### Minimum application requirements to go before the Board of Electrical Examiners:

The applicant must submit the following to the Board of Electrical Examiners at least ten (10) business days before the board meeting and the applicant's name must be placed on the board agenda:

1. Electrical exam application.
2. A signed and notarized letter of reference from employer on original letterhead documenting six (6) years of experience. The letter must include dates of employment (start and end dates) and a description of the job responsibilities. The board may assign up to two (2) years of experience for successful completion of related college courses, or a related apprenticeship.
  - OR - If not available, three (3) letters of reference, citing dates, from supply houses, or general contractors/builders, who have employed you as an electrician, may be submitted. Corporation or business license documents, including founding dates, should be submitted. W-2's, copies of check stubs or other relevant tax documents, which record six (6) years of experience in the electrical field, may be used in conjunction with the other documents.
3. At least three signed and dated customer reference letters (for the individual, not the company).
4. Photocopy of driver's license
5. If applicable, certifications, certificates, and diplomas (relating to the electrical industry).
6. **Reciprocation Applicants Only** -- If the applicant has passing Prometric exam scores and a valid license in a jurisdiction we had a reciprocation agreement with, an original letter from the city or state sponsoring the exam, on letterhead, and signed by a local building official must be submitted. The letter should state that it was a Prometric Inc. (formerly Thompson Prometric, Experior Assessments LLC/Block test), the test number, the exam type, exam date, exam score, the passing grade required for that jurisdiction, current status of the license, and that the municipality reciprocates with Indianapolis. NO COPIES. The letter verifying the test, current status, and reciprocity of the license must be mailed directly to the Consolidated City of Indianapolis Board of Electrical Examiners.
  - The exam score must be a minimum of 75%.
  - The license in the reciprocating jurisdiction must be currently valid and submitted.

*It is required by City Ordinance that the above five (5) or six (6) items be submitted to the Board of Electrical Examiners for an applicant to be considered for approval to take the exam.*

## Application Process

1. The applicant submits the application packet to the Board Coordinator at least ten (10) business days before the board meeting.
2. Applicant appears before the Board of Electrical Examiners for an interview. The Board determines if the applicant meets the requirements to take the appropriate International Code Council (ICC) exam, reciprocate a license, or be granted licensure.
3. If approved, the applicant is given the information to either work with ICC and sit for the exam or submit for licensure after the orientation has been attended.
4. If the applicant scores 75% or higher on the ICC exam, the applicant reappears before the Board for orientation. After passing the exam, proof of surety bond, general liability insurance, and workmen's compensation coverage must be submitted with proper fees and applications for the license. Applicants that submit passing ICC exam results with their application will sit for orientation the same day after Board approval.

If the applicant holds a license in another jurisdiction that required the passage of the appropriate Prometric Inc. (formerly Thompson Prometric, Experior Assessments LLC/Block test), the applicant may qualify for a reciprocal license. Please contact Jessica Knight at 317-327-8467 or Jessica.Knight@indy.gov to discuss the reciprocal license requirements.

If the applicant has already passed the required International Code Council (ICC) exam, the applicant can submit their score report sheet with their application packet for Board review. The link to have ICC submit a letter directly to Marion County stating your exam results is [https://share.hsforms.com/1DztZ\\_cG0SnCsdP3-AtHvAw3yz4I](https://share.hsforms.com/1DztZ_cG0SnCsdP3-AtHvAw3yz4I).

## Board Meeting Dates

The Board of Electrical Examiners meets the second Thursday of each month at 1:30pm.

### Deadline for submittal of board packet:

December 29, 2022  
January 26, 2023  
February 23, 2023  
March 30, 2023  
April 27, 2023  
May 25, 2023  
June 29, 2023  
July 27, 2023  
August 31, 2023  
September 28, 2023  
October 26, 2023  
November 30, 2023  
December 28, 2023

### Meeting Date:

January 12, 2023  
February 9, 2023  
March 9, 2023  
April 13, 2023  
May 11, 2023  
June 8, 2023  
July 13, 2023  
August 10, 2023  
September 14, 2023  
October 12, 2023  
November 9, 2023  
December 14, 2023  
January 11, 2024

## Exam Packet Submittal

Exam packets can be:

- Emailed to [Jessica.Knight@indy.gov](mailto:Jessica.Knight@indy.gov)
- Faxed to [317-327-8401](tel:317-327-8401) to Jessica Knight's attention
- Mailed to Board of Electrical Examiners  
1200 Madison Avenue, Suite 100  
Indianapolis, IN 46225

## Questions

If you have any questions, please contact Jessica Knight, License and Board Liaison Coordinator, at [Jessica.Knight@indy.gov](mailto:Jessica.Knight@indy.gov) or 317-327-8467.

### Licensure as an electrical contractor:

Licensure as an electrical contractor is required to accomplish the connection of electrical power for on-site construction, to install, alter, replace, service or repair a system distributing electrical power, to service equipment supplying power to factory-constructed dwellings located in a mobile home park and to install, modernize, replace, service or repair all or any part of an electrical power distribution system. An electrical contractor shall also be entitled to install, modernize, replace, service or repair space heating equipment or space cooling equipment using electricity as its primary source of energy, excluding work on any refrigerant cycle.

### Not required to be a licensed electrical contractor:

Installation or repair of electrical wiring, devices, appliances, apparatus, or equipment operate at less than twenty-five (25) volts and are capable of supplying less than fifty (50) watts of energy, except for fire detection or fire alarms, as defined by the state.

A contractor does not have to be a licensed electrical contractor if wiring for computers (below 25 volts), data systems (below 25 volts), or security cameras.

### License upgrade:

Once within a one-year period of taking the residential electrical examination an applicant may upgrade their license without appearing before the board. However, if it is more than a year since taking the residential electrical examination the applicant must appear before the board of electrical examiners to upgrade his or her license.

### Jurisdictions with Prometric Reciprocity Agreements:

#### Indiana - City/County:

Allen County – Ft. Wayne  
Bartholomew County – Columbus  
Monroe County – Bloomington  
St. Joseph County – South Bend  
City of Anderson  
City of Clarksville  
City of Elkhart  
City of Huntington  
City of Lafayette  
City of Jeffersonville  
City of Mishawaka  
City of Muncie  
City of Nappanee  
City of New Albany  
City of New Castle  
City of Shelbyville  
City of Terre Haute  
City of Goshen  
City of Auburn

#### State/County/City:

Illinois - Belleville  
Waukegan  
Granite City  
Rock Island

# Electrical Board Review Application

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Work address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Work phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Personal phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Educational background in trade: \_\_\_\_\_

## Experience

Years of experience: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Total Years \_\_\_\_\_

**Present employer:** \_\_\_\_\_ No. Yrs. \_\_\_\_\_

Specific duties: \_\_\_\_\_

**Previous employer:** \_\_\_\_\_ No. Yrs. \_\_\_\_\_

Specific duties: \_\_\_\_\_

**Previous employer:** \_\_\_\_\_ No. Yrs. \_\_\_\_\_

Specific duties: \_\_\_\_\_

**Type of license requested (please check box):**       Residential Electrical       Master Electrical

**Application Review for:**       Approval to take Required Exam  
    Licensure with Passing ICC Exam Results Submitted  
    Reciprocation

**Name three people who are familiar with your work.** (Submit with 3 reference letters.)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Why do you desire a license for Marion County?** \_\_\_\_\_

**What is the current National Electric Code adopted by Indiana?** \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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Application approved:  Yes     No      Date: \_\_\_\_\_

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

## 2023 Board of Electrical Examiners Policies

1. Passing score for the 2020 NEC examination is 75.0%. Applicants seeking Board approval prior to taking the exam may take the license exam multiple times. If the applicant has not passed the exam within six-months of approval, a one-year waiting period, from the time of approval, shall be required before that applicant is eligible to appear before the Board for the required orientation and licensure.
2. The Board will adopt the most current testing available of the NEC and, furthermore, adopt within ninety days a change to the most current code test when a new test version is announced.
3. Upon a successful examination, the applicant has two years to come before the Board for orientation. If more than two years have elapsed from the date of the passing examination, the applicant shall appear before the Board for an oral interview before sitting for orientation and must have documentation showing current work history in the industry for at least 12 months out of the previous two years.
4. All applicants will be required to show proof of experience.
5. Applicant shall meet the following requirements:
  - a. Shall have the documentation providing at least 6 years of experience in electrical construction, according to the requirements specified in becoming a licensed Electrical Contractor within the Consolidated City of Indianapolis.
  - b. Board may assign up to 2 years' experience for related acceptable accredited college courses, successfully completed, with technical certificates, and/or diplomas.
  - c. Board may assign up to 2 years' experience for successful completion of a related electrical apprenticeship, including copy of a certificate of completion, i.e., the certificate recognized by the Department of Labor.
  - d. Shall have worked in the industry at least 12 months within the last 2 years documented. However, if applicant does not have current information within a timeline of the last two years, then additional documentation pertaining to experience may include the last ten years.

***Definition of electrical construction experience: a person who either performs or supervises the installation of electrical equipment per the National Electrical Code in industrial, commercial, or residential applications.***

6. The Board may reciprocate a license from another area if the applicant can provide proof, that is, current status of the license in that jurisdiction, with an original letter from the appropriate agency, that the applicant was tested with a test that meets the testing requirements of this board for a Master Electrician or a Residential Electrician as appropriate.
7. Special exceptions – orientations:  
If an applicant resides and is employed out of state, it is only by board approval that an applicant may come in by special arrangement to have the orientation conducted.
8. Selling a license or lack of proper supervision will not be tolerated.
  - First violation – Reprimand and consultation.
  - Second violation – License may be suspended up to 180 days.
  - Third violation – License may be revoked

9. Low Voltage definition:  
A contractor must be a licensed electrical contractor to perform work, in which electrical wiring, devices, appliances, apparatus, or equipment operate at more than twenty-five (25) volts and are capable of supplying more than fifty (50) watts of energy, except for fire detection or fire alarms, as defined by the State. Electrical permits must be obtained as required by Ordinance. In addition, any inspections required by Ordinance must be requested.
10. Reciprocity is defined as having an agreement between this board and the governing body from which the applicant is applying from to honor licensure through equivalent examination.
11. Involvement of License Holder in a joint venture:  
Non-licensed electrical contractors may enter into a joint venture with a licensed electrical contractor and perform electrical work. An unlicensed person may only perform electrical work under the supervision of a licensed electrical contractor. The licensed person is expected to provide responsible direction and control in specifying the electrical work processes as well as supervising the person accomplishing the work. Either the license holder or an employee, who is directly under the supervision of and directly reports to the license holder, is expected to be on-site providing supervision, and direction. This is especially true if the non-license holder's company is providing the manpower. It is ultimately the license holder who is responsible for the work.
12. The following are the guidelines for electrical license holders on probation:
  - a. The License Holder will be required to attend the next License Orientation.
  - b. The License Holder is required to request inspections for all work performed, including work that does not require permits.
  - c. The License Holder may be subject to additional Board action for ANY violation during the probation period which is not corrected in a timely manner.
  - d. The License Holder is required to correct any outstanding violations in the specified time frame.
  - e. The inspection staff will provide periodic updates to the Board concerning The License Holder's activities during the probation period.
  - f. Selling of license or lack of proper supervision for any project where a permit is required and/or has been issued to The License Holder will not be tolerated.
  - g. Failure to comply with ANY provisions of the Probation shall result in suspension or revocation of The License Holder's license for a period of time as determined by the Board.
  - h. If failure to comply with one or more provisions of probation is reported, the Board shall hold a Formal Hearing at the first Board Meeting or sooner, if necessary, to determine action to be taken regarding The License Holder.
  - i. The Board may require immediate license revocation and other action as needed, in the event that life and/or property are in danger.

*The above guidelines are recommended but in no way limit the action taken by the Board in all circumstances.*

## Sources for Reference Material Information, Code Books, and Refresher Courses for Electrical Contractor Master and Residential Examinations

### Reference Materials:

#### ITT Technical Institute

Dick Buker  
9511 Angola Ct.  
Indianapolis, IN 46268  
317-875-8640, ext. 242

#### IAEI (International Association of Electrical Inspectors)

901 Waterfall Way, Suite 602  
Richardson, TX 75080  
1-800-786-4234  
[customerservice@iaei.org](mailto:customerservice@iaei.org)

#### Indiana Electrical License Prep Classes

(Mike Holt Program)  
Mike Fox, Program Coordinator  
317-600-8844  
[www.electricallicenseprep.com](http://www.electricallicenseprep.com)

### Classes:

#### Indiana Electrical License Prep, Inc.

12230 N. Cedarwood Dr.  
 Mooresville, IN 46158  
317-600-8844  
[www.electricallicenseprep.com](http://www.electricallicenseprep.com)

### Code Books:

#### The Architectural Center Bookstore

1028 Shelby Street  
Indianapolis, IN 46203  
888-472-2578 or 317-634-3871

#### ICC Bookstore

International Code Council  
800-BNI-BOOK

#### NFPA (National Fire Protection Association)

Customer Contact Center:  
11 Tracy Drive  
Avon, MA 02322  
Headquarters:  
1 Batterymarch Park  
Quincy, MA 02169  
1-800-344-3555  
<https://www.nfpa.org/Codes-and-Standards>

#### Ivy Tech State College

1 W. 26<sup>th</sup> St.  
Indianapolis, IN 46208  
317-921-4800

#### Tom Henry's Code Electrical Classes, Inc.

7449 Citrus Ave.  
Winter Park, FL 32792  
800-642-2633  
[www.code-electrical.com](http://www.code-electrical.com)

#### Builders Book Depot

1033 E. Jefferson St., Ste. 500  
Phoenix, AZ 85034  
877-624-2562  
(Former Prometric Source)