

**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 your payment enclosed?
5. Have you provided verification of apprenticeship registration for 4 years?

Make sure your letters of documentation from your employer include 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: **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 a copy of your current journey or master license and the licensing requirements for the city, township, village, county, state, or country that issued your current electrical license.
  
- B. Provide copies of the electrical contractor's license that provided your employment and the qualifying master electrician's license for verification. Also documentation stating how long the contractor and master have been licensed.
  
- C. A copy of the licensing requirements for the city, township, village, county, state or country that issued the license for the master electrician that supervised you.
  
- D. A copy of the license requirements for the city, township, village, county, state or country that issued the license for the contractor who provided your employment.
  
- E. Letter(s) of documentation of 8000 hours over a period of not less than four years, under the supervision of a licensed master electrician, signed by the master or contractor of record for the company and notarized. Letter must show the beginning and ending dates (month, day, year) of employment and total number of hours worked.

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 \$40.00 fee is required for issuance of a temporary license.

**3. MILITARY EXPERIENCE**

The requirements to count military experience are set for the in 1956 PA 217 Section 338.883d, Sec 3d.(1)(d)(ii).

**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.

**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.)

# 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 \$100.00 application fee is non-refundable.** If your application is rejected you are given 15 days to submit additional documentation without having to pay the \$100.00 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  
LARA/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 \$100 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:**

LARA/BCC/Electrical Division  
2501 Woodlake Circle  
Okemos, MI 48864

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. 1956 PA 217, The Electrical Administrative Act, requires that a person that fails examination twice in a two year period must take a course approved by the Electrical Administrative Board. The Electrical Division does maintain a list of approved courses on our website at: [www.michigan.gov/bcc](http://www.michigan.gov/bcc). There are also programs through community colleges, universities, and other related technical instruction providers that have been approved by the board.

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 license at your place of employment.** This documentation must be a 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.

### **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. Lighting 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 (2008 National Electrical Code and Part 8, Michigan amendments).  
amendments).