



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CONSTRUCTION CODES
IRVIN J. POKE
DIRECTOR

STEVE ARWOOD
DIRECTOR

August 22, 2013

E-13-61

TO: Members of the State Electrical Administrative Board
FROM: Dan O'Donnell, Chief, Electrical Division
SUBJECT: Journeyman electrician examination application

APPLICANT REPRESENTATIVE:

Christopher A. O'Connor

PROJECT:

N/A

AUTHORITY:

The Michigan Electrical Administrative Act, 1956 PA 217 of the Michigan Compiled Laws.

The Electrical Administrative Board General Rules

REQUEST:

Request to petition the Electrical Administrative Board to sit for the journeyman electrician examination.

APPLICABLE RULE:

1956 PA 217, MCL 338.883a Sec. 3a. (c), MCL 338.883d Sec. 3d. (1), (a), (b), (c), (d), Administrative Board General Rules R338.1005a Rule 5a. (1), (2), (3), R338.1006a Rule 6a (1), (3).

FINDINGS:

Mr. O'Connor submitted an application to sit for the journeyman electrician examination. The application was received by our office on April 19, 2013. The

Providing for Michigan's Safety in the Built Environment

information submitted by Mr. O'Connor indicates that he is licensed as an electrician by the Scottish Joint Industry Board (SJIB). Staff could not determine by the information submitted by Mr. O'Connor that 8000 hours of electrical experience over a minimum of 4 years was required to qualify for examination through the SJIB. Mr. O'Connor submitted two letters with his application signed by Mr. Thomas Abernathy indicating that he was employed by Dalzeil Services, a licensed electrical and mechanical contractor in the United Kingdom (UK), from 2006 to 2010. The letters were not notarized and did not specify that Mr. O'Connor had attained 8000 hours of electrical experience over a 4 year period under the direct supervision of a licensed person as required by Michigan statute. Staff sent Mr. O'Connor letters requesting notarized documentation of hours of electrical experience and the requirements to qualify for examination in Scotland on April 29, 2013 and again on July 18, 2013. Staff received over 120 pages of information from Mr. O'Connor and was not able to determine from the information submitted what the requirements are to qualify for electrician examination in Scotland. Mr. O'Connor has not provided notarized documentation of his electrical experience as required by MCL 338.883a(c). Mr. O'Connor also included letters that were not notarized verifying time that he has worked in Afghanistan as an electrician.

RECOMMENDATION:

In accordance with the acts and rules staff concludes that Mr. O'Connor does not meet the requirements specified for in 1956 PA 217 MCL 338.883a Sec 3a. (c) and 338.883d Sec 3d. (d) (i) and the Electrical Administrative Board General Rules R 338.1006a Rule 6a. (1) (3) and R338.1005a Rule 5a (1), (2), to provide notarized documentation of 8000 hours of experience under the supervision of a licensed person through substantially the same or equal requirements as those of the State of Michigan in accordance with section 3a of the act. Staff recommends denial of Mr. O'Connor's application based upon the documentation provided does not distinguish equivalent experience and lacks notarized statements from employers.



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STATE OF MICHIGAN
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BUREAU OF CONSTRUCTION CODES
IRVIN J. POKE
DIRECTOR

STEVE ARWOOD
DIRECTOR

Date Mailed and Emailed from BCC: August 15, 2013

Christopher A. O'Connor



Document E-13-61
Exam Applicant Review

NOTICE OF MICHIGAN ADMINISTRATIVE ELECTRICAL BOARD MEETING

You are hereby notified that in accordance with the Administrative Procedures Act, 1969 PA 306, MCL 24.201 *et seq.*, and the Electrical Administrative Act being 1956 PA 217 MCL 338.881 *et seq.*, you are scheduled to appear before the Michigan Electrical Administrative Board, via conference call, on:

Date: August 22, 2013
Time: 10:00 a.m. Eastern Standard Time
Location: Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
2501 Woodlake Circle, Conference Room 3
Okemos, MI 48864
Phone: 517-241-9302, when the operator answers, ask to be transferred to the Electrical Administrative Board Meeting Room

This notice is to provide you the opportunity to provide testimony to the board regarding your experience and eligibility to sit for the journeyman electrician exam. If you wish to offer any document(s) into evidence, you must file the documentation with the Electrical Division prior to the meeting or bring fifteen (15) copies of the information you wish to enter for the board's consideration. In the event you are unable to attend the meeting or you choose not to appear before the board, via conference call, please contact the Electrical Division in advance of the meeting. In the event that you fail to appear, via conference call, at the meeting as scheduled, a decision may be entered in your absence.

Accompanying this notice is a report outlining our findings and recommendation based upon the Electrical Administrative Act being 1956 PA 217 MCL and the documentation you have provided at the time of mailing. Any questions regarding this matter may be directed to the Electrical Division at (517) 241-9320.


Dan O'Donnell, Chief, Electrical Division

Providing for Michigan's Safety in the Built Environment

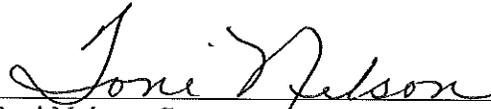
8-15-2013

Date

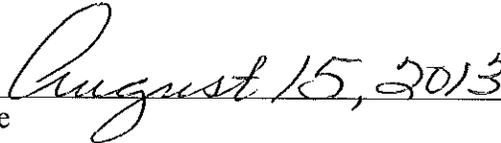
Exam Applicant Review
Christopher O'Connor
Document No. E-13-61
August 22, 2013
Page 2 of 4

PROOF OF SERVICE

I hereby state, to the best of my knowledge, information, and belief, that a copy of the foregoing document was served on this date upon all parties and/or attorneys of record in this matter by email to those parties employed by the State of Michigan and by first class mail to the remaining parties at their respective addresses as disclosed below.



Toni Nelson, Secretary
Electrical Division
Bureau of Construction Codes



Date

Christopher A. O'Connor



BCC Administration

Cc: Shannon Sheets, via email

Application for Journeyman Electrician Examination
Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes / Electrical Division
 P.O. Box 30255, Lansing, MI 48909
 517-241-9320
 www.michigan.gov/bcc

Agency Use Only

6337399

Examination Fee: \$100.00 (nonrefundable)

Authority: 1965 PA 217 Completion: Mandatory Penalty: Examination will not be given	LARA 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.
- 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) O'Connor, Christopher, A.		DATE OF BIRTH [REDACTED]	LAST 4 DIGITS OF SOCIAL SECURITY NUMBER* XXX-XX-[REDACTED]
ADDRESS [REDACTED]	CITY [REDACTED]	TOWNSHIP	
COUNTY [REDACTED]	STATE MI	ZIP CODE [REDACTED]	TELEPHONE NUMBER (include Area Code) [REDACTED]

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 checked="" type="checkbox"/> Lansing	<u>August</u>
<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.

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APR 18 2013
ELECTRICAL
DIVISION

Application for Journeyman Electrician Examination

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes / Electrical Division
P.O. Box 30255, Lansing, MI 48909


16th March 2013

To Whom It May Concern,

Please find enclosed documentation I wish to present to you in hope you will allow me to sit the Electrical Journeyman's Test to allow me to apply for an Electrical License in the State of Michigan.

I would be real grateful if this than be presented to The Board on 1st April 2013 which the plan that I will be allowed to sit the test on 29th August 2013.

Thank you for your time & attention in reviewing my prospective application & I hope to hear from you in the near future.

Yours Sincerely, Chris O'Connor (SJIB Grade Card ref 
).

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APR 19 2013

ELECTRICAL
DIVISION

15th March 2013

To Whom It May Concern,

Please accept this letter of confirmation that Chris O'Connor has worked for Dalziel Electrical & Mechanical Services Ltd.Scotland as an Electrician from 2006 to 2010.

Mr. O'Connor's unique UK National Insurance ID reference is [REDACTED] (as validated by his UK Electricians Grade Card).

I certify that this information is true and correct to my knowledge and verify Mr. O'Connor's time worked in Scotland as an Electrician.

If you require more information in this regard please reach out to me via my e-mail address listed below.

Thomas Abernethy
Director

53 Hows Way,
Garstairs,
MID11 0SE

Tel: 01555 070154
Mob: 07825 224370



thomas@abernethyinstallations.co.uk ref APL 79000

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APR 19 2013

ELECTRICAL
DIVISION

DALZIEL SERVICES

MECHANICAL & ELECTRICAL CONTRACTORS

30 October 2009

S.E.C.T.T
The Walled Garden
Bush Estate
Midlothian
EH 126 0SE

To Whom It May Concern:

I can confirm that Chris O'Connor has been employed with our company from 30th July 2008 until present. He also was also employed with Dalziel Services from 2006- April 2008.

Throughout this employment Chris has been involved in many contracts with the following work being carried out:

- Domestic installations-fault finding-inspection & testing for clients such as Maintenance & property Care, Maxi Construction & South Lanarkshire Council.
- Commercial installations-fault finding-inspection & testing for clients such as Maxi construction & MCE London
- Administration / Management Systems within Dalziel Services

All work has been carried out to a high standard.

Yours sincerely



Thomas Abernethy
Managing Director

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APR 19 2013

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Scottish Joint Industry Board Grading Definitions

Electricians (US equivalent to Journeymen) must have satisfactorily completed a recognised apprenticeship in electrical installation.

They must be able to carry out electrical installation work efficiently in accordance with relevant statutory regulations and industry codes of practice.

They must have knowledge of the National Working Rules for the Electrical Contracting Industry, relevant statutory regulations and industry codes of practice including specifically The Electricity at Work Regulations 1989, The Electricity Safety, Quality & Continuity Regulations 2002 (so far as they both deal with consumers' installation) and BS 7671 (as amended) IET Wiring Regulations.

They must have achieved the SVQ Level 3 Certificate in electrical installation jointly awarded by Scottish Qualifications Authority (SQA) and the SJIB or an approved equivalent.

Further information and details on the SJIB Training Schemes for Electrical Installation Apprentices and Adult Trainees can be found in Section I of the SJIB Handbook.

All operatives applying to be graded or re-graded must be in possession of an ECS Health and Safety Assessment or approved equivalent which is not due to expire within six months.

<http://www.sjib.org.uk/page.php?pageid=95>

Approved Electricians (US equivalent to Master) must have satisfactorily completed a registered apprenticeship in electrical installation.

They must have had two years' experience as a graded Electrician immediately prior to application for this grade.

They must have successfully passed the Advanced Competence Assessment (ACA), 1995 apprentice training scheme or an approved equivalent.

Approved Electricians must possess particular practical, productive and electrical installation skills with adequate technical knowledge, to work on their own proficiency and carry out electrical installation work without detailed supervision in the most efficient and economical manner.

They must have knowledge of the National Working Rules for the Electrical Contracting Industry, relevant statutory regulations and industry codes of practice including specifically The Electricity at Work Regulations 1989, The Electricity Safety, Quality & Continuity Regulations

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APR 1 9 2013

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8th July 2012

To Whom it May Concern,

Please accept this letter of confirmation that Chris O'Connor has worked for Fluor FGG as a Journeyman Electrician since 1st December 2010 in Afghanistan (as validated by his original contract).

Mr O'Connor's unique employee identification number for Fluor is [REDACTED] (as validated by his pay stubs) & his unique UK National Insurance ID reference is [REDACTED] (as validated by his UK Electricians Grade Card).

During this time he has averaged 84 hours per each working week & has accrued a total of 5544 hours (see breakdown below)

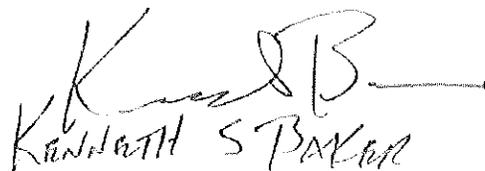
2010 – 4 weeks = 336 hours

2011 – 42 weeks = 3528 hours

2012 (through June) – 20 weeks = 1680 hours

Total hours accrued through 30Jun12 = 5544 hours

I certify that this information is true and correct to my knowledge and verify Mr O'Connor's hours worked in Afghanistan as a Journeyman Electrician.

 10 Jul 2012
KENNETH S BAKER
MASTER ELECTRICIAN
KY LIC# [REDACTED] ME

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APR 19 2013

ELECTRICAL
DIVISION

28th January 2013

To Whom it May Concern,

Please accept this letter of confirmation that Chris O'Connor has worked for Fluor FGG as a Journeyman Electrician since 1st December 2010 in Afghanistan (as validated by his original contract).

Mr O'Connor's unique employee identification number for Fluor is [REDACTED] (as validated by his pay stubs) & his unique UK National Insurance ID reference is [REDACTED] (as validated by his UK Electricians Grade Card).

During this time he has averaged 84 hours per each working week & has accrued a total of 5544 hours (see breakdown below)

2010 – 4 weeks = 336 hours

2011 – 42 weeks = 3528 hours

2012 – 42 weeks = 3528 hours

2013 – 3 weeks = 252

Total hours accrued through 28 Jan 13 = 7644 hours

I certify that this information is true and correct to my knowledge and verify Mr O'Connor's hours worked in Afghanistan as a Journeyman Electrician.



Master Electrician

Fluor Government Group
[REDACTED]
[REDACTED]

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APR 19 2013

ELECTRICAL
DIVISION

10th March 2013

To Whom It May Concern,

Please accept this letter of confirmation that Chris O'Connor has worked for Fluor FGG as a Journeyman Electrician since 1st December 2010 in Afghanistan (as validated by his original contract).

Mr. O'Connor's unique employee identification number for Fluor is [REDACTED] (as validated by his pay stubs) & his unique UK National Insurance ID reference is [REDACTED] (as validated by his UK Electricians Grade Card).

During this time he has averaged 84 hours per each working week & has accrued a total of 8232 hours (see breakdown below)

2010 – 4 weeks = 336 hours

2011 – 42 weeks = 3528 hours

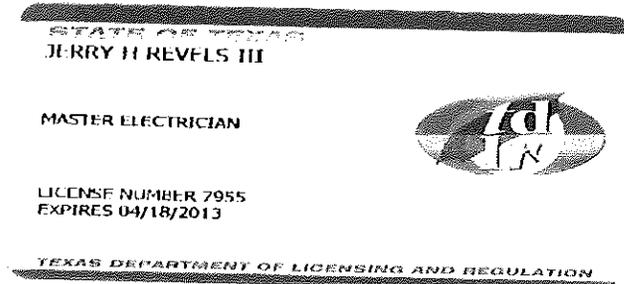
2012 – 42 weeks = 3528 hours

2013 – 7 weeks = 588 hours

Total hours accrued through 30Jun12 = 8232 hours

I certify that this information is true and correct to my knowledge and verify Mr. O'Connor's hours worked in Afghanistan as a Journeyman Electrician.

Jerry H Revels III



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RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CONSTRUCTION CODES
IRVIN J. POKE
DIRECTOR

STEVE ARWOOD
DIRECTOR

April 29, 2013

Christopher A O'Connor



Dear Mr. O'Connor:

Your application for the August journeyman electrical examination has been received by our office. In accordance with 1956 PA 217 MCL section 338.883a and the Electrical Administrative Board General Rule R338.1006a, out of state work experience has to be reviewed by the Electrical Administrative Board.

For the board to properly review your application please provide the following information:

A person who is licensed as a master or journeyman electrician in another state or country may qualify for examination upon a 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.

- 1. 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. We could not read or distinguish the copy of your license that was submitted.**
- 2. 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.**
- 3. 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.**
- 4. 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.**

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Christopher A O'Connor
April 29, 2013
Page 2

5. 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.

Please provide our office with the additional information or if you do not wish to have your exam application presented to the Electrical Administrative Board, please send us a letter requesting your application be removed from the board meeting. Return a copy of this letter along with additional information to LARA, Electrical Division, PO Box 30254, Lansing MI 48909.

You will need to submit any additional information or letters to our office by **July 1, 2013**.

If **all** the additional information requested is received and your application is complete, then your application will be presented to the Electrical Administrative Board on **August 22, 2013**. You will receive a notice of hearing 10 days prior to the board meeting.

If you are unable to provide the additional information or do not wish to have your application presented to the Electrical Administrative Board, you will be ineligible for the examination and any fees paid will be forfeited as outlined in Rule 338.1002a of the General Electrical Administrative Board Rules.

Please contact the Electrical Division at 517-241-9320 if you have any questions.

Sincerely,



Evie Livingston, Departmental Technician
Electrical Division

To Whom It May Concern:

Enclosed is the documents listed that are needed for Christopher O'Connor State licensing application.
The Electrical Requirements in the UK can be found at:

<http://www.sqa.org.uk/>

<http://www.niceic.com/training/electrical>

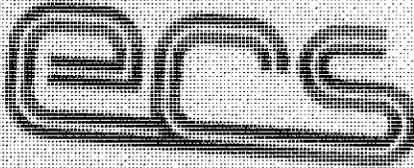
Please with any questions give my stepdaughter Shanon Sheets a call at [REDACTED] as she is in Michigan and I am currently in Afghanistan

My direct email is [REDACTED] and my work email is [REDACTED]

Chris O'Connor

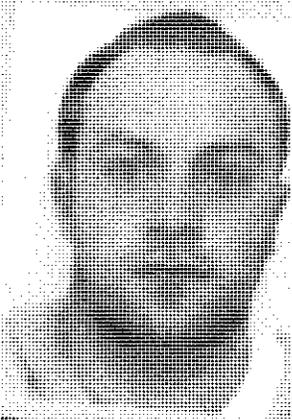
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DIVISION

CSCS



electrotechnical
certification
scheme

Affiliated



SJIB Grade:
Approved Electrician

Card Expires: 30 04 2014

Qualified Supervisor for:
Abernethy Installations Ltd



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Scottish Joint Industry Board for the Electrical Contracting Industry,
The Walled Garden, Bush Estate, Midlothian, EH26 0SB.
Tel: (0131) 445 9216 Fax: (0131) 445 5548

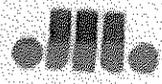
CSCS is a registered Certification Mark

QUALIFICATIONS

- Recognised Apprenticeship
- SVQ Level III
- Select 16th Edition Inspection & Testing (BS 7671) 2007
- Select 17th Edition IEE Wiring Regulations (BS 7671) 2008
- SJIB Recognised 16th Edition Inspection & Testing (BS 7671) 2007
- Approved Health & Safety Assessment

APL 93703

JL 99 99 69 8





EOS

Electrical Contractors' Association of Scotland
1100 ...
schema

Affiliated

Chris O'Connor

Insulation Technician

Sub Trade:

Insulation



... 24 04 2013

The Registrar must be satisfied that the holder of this certificate is qualified to undertake the work listed on the reverse

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JUN 26 2013

ELECTRICAL
DIVISION



Scottish Joint Industry Board for the Electrical Contracting Industry
The Royal Garden, Rush Estate, Midlothian, EH26 3JH
Tel: (0131) 445 8210 Fax: (0131) 605 6649

QUALIFICATIONS

Recognised Apprenticeship

SVQ Level 3

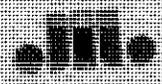
Select 17th Edition Inspection & Testing (BS 7671) 2010

2 JIB Recognised 17th Edition Inspection & Testing (BS 7671) 2010

Approved Health & Safety Assessment

Compete First - EN41 2011

APL 102150



ECSA is a registered Certification Mark



17.06.2013

FAO: Chris O'Connor

To Whom It May Concern :

Chris O'Connor worked with Dalziel Services when I served as Director there for 3 years [2006-2010]. Chris worked beside electricians and also on his own for these 3 years, he showed initiative to work by himself and showed full awareness and the responsibility in his roll as an electrician. I can confirm that Chris O'Connor has worked over 8000 hours with Dalziel Services.

His duties compiled of -

17th edition wiring - Domestic / Commercial / Industrial
Inspection and Testing
Electrical Estimating

I would like to point out that Chris also went over and above of what was expected of electricians in my employment to get the job finished efficiently and on budget.

We trust that we have interpreted your requirements correctly and will be pleased to answer any queries that you might have.

Yours Faithfully

Thomas Abernethy
Director

Witness -

Anne Abernethy -17.06.13

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JUN 26 2013

ELECTRICAL
DIVISION

Abernethy Installations Ltd
53 Howex Way
Carstairs
ML11 8SE
01555870154



MECHANICAL & ELECTRICAL CONTRACTORS

TO WHOM IT MAY CONCERN

Dalziel Mechanical Services Ltd has been a fully enrolled member of the NICEIC since 31st July 2007.

Our Enrolment Number is [REDACTED]

A copy of this certification is attached for your records.

Should you require any further information then please do not hesitate in contacting the writer.

Yours faithfully
FOR DALZIEL MECHANICAL SERVICES LIMITED

A handwritten signature in black ink that reads "T. Somers".

T Somers
Estimating Director (Electrical Division)

ENCL: NICEIC Certification.

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JUN 26 2013

ELECTRICAL
DIVISION

Dalziel Mechanical Services Limited, DALZIEL HOUSE, 101 Main Street, NEWMAINS ML2 9BG
Tel. 01698 381224 / Fax. 01698 537816
Company No 369529 / VAT Reg No 983 5293 79
www.dalziel-services.co.uk





MECHANICAL & ELECTRICAL CONTRACTORS

30 October 2009

S.E.C.T.T
The Walled Garden
Bush Estate
Midlothian
EH126 0SE

To Whom It May Concern:

I can confirm that Chris O'Connor has been employed with our company from 30th July 2008 until present. He also was also employed with Dalziel Services from 2006- April 2008.

Throughout this employment Chris has been involved in many contracts with the following work being carried out:

- Domestic installations-fault finding-inspection & testing for clients such as Maintenance & property Care, Maxi Construction & South Lanarkshire Council.
- Commercial installations-fault finding-inspection & testing for clients such as Maxi construction & MCE London
- Administration / Management Systems within Dalziel Services

All work has been carried out to a high standard.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Thomas Abernethy', with a horizontal line underneath.

Thomas Abernethy
Managing Director

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JUN 26 2013

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This is to certify that:

Dalziel Mechanical Services Ltd

Dalziel House
101 Main Street
Newmans
WISHAW ML2 9BG
UNITED KINGDOM

Has been assessed as having the technical capability to carry out electrical installation work in accordance with the requirements of BS 7671 and is Enrolled or Registered for the following categories:

- Approved Contractor Scheme**
- Domestic Installer Scheme**

Enrolment or Registration is subject to the business continuing to comply with the NICEIC requirements, which will be monitored by NICEIC during surveillance visits.

Enrolment Number : 041632000

Accredited Certification : 31st July 2007

Alan Wells

Alan Wells

**Certification Director
Ascertiva Group Ltd**

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JUN 26 2013

ELECTRICAL
DIVISION

NICEIC

NICEIC is a division of Ascertiva Group, Registered in England No 02513152
Registered office: Warwick House, Houghton Hall Park, Houghton Regs, Beds LU5 5ZX



The above business has been assessed as having the technical capability to carry out electrical work as defined above in accordance with BS7671 Requirements for Electrical Installations (IEE Wiring Regulations), except in hazardous areas where there may be a risk of ignition due to the presence of flammable or explosive atmospheres. This is not a guarantee of safety and does not constitute an assessment and certification. The above enrolment



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CONSTRUCTION CODES
IRVIN J. POKE
DIRECTOR

STEVE ARWOOD
DIRECTOR

July 18, 2013

Christopher A O'Connor

Dear Mr. O'Connor:

Your application for the August journeyman electrical examination has been received by our office. In accordance with 1956 PA 217 MCL section 338.883a and the Electrical Administrative Board General Rule R338.1006a, out of state work experience has to be reviewed by the Electrical Administrative Board.

For the board to properly review your application please provide the following information:

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- 1. 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.**
- 2. 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.**
- 3. 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.**
- 4. The license copies that you submitted are not readable. Please provide a clearer copy.**

Providing for Michigan's Safety in the Built Environment

Christopher A O'Connor
July 18, 2013
Page 2

Please provide our office with the additional information or if you do not wish to have your exam application presented to the Electrical Administrative Board, please send us a letter requesting your application be removed from the board meeting. Return a copy of this letter along with additional information to LARA, Electrical Division, PO Box 30254, Lansing MI 48909, or fax to 517 241-9308 or email to, bccelec@michigan.gov.

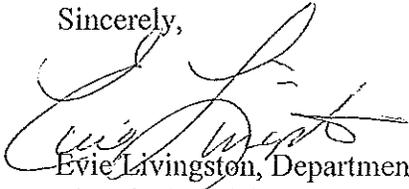
You will need to submit any additional information or letters to our office by **July 26, 2013**.

If all the additional information requested is received and your application is complete, then your application will be presented to the Electrical Administrative Board on **August 22, 2013**. You will receive a notice of hearing 10 days prior to the board meeting.

If you are unable to provide the additional information or do not wish to have your application presented to the Electrical Administrative Board, you will be ineligible for the examination and any fees paid will be forfeited as outlined in Rule 338.1002a of the General Electrical Administrative Board Rules.

Please contact the Electrical Division at 517-241-9320 if you have any questions.

Sincerely,



Evie Livingston, Departmental Technician
Electrical Division

Livingston, Evelyn (LARA)

From: Suthurn Sheet [REDACTED]
Sent: Wednesday, July 24, 2013 12:58 PM
To: bcelec
Subject: Christopher O'Connor Electrical application
Attachments: ChristopherOconnorElectrical.pdf

Recieved this letter in behalf of my stepdad Christopher O'connor, am trying to make sure all the required documents were in cluded. Chris is currently in Afghanistan doing electrical work as well, so I am in michigan so have done all of this by email.

After searching this is all that I can find on electrical requirements. Along with his license scanned better.

Number 1 on this notice states - Letter of documentation of 8000 hours over a period of not less than four years, under the supervision of a licensed master electrician, and signed by the mastger or contractor of record for the company and notarized, letter must show the beginning and ending dates of employment and total number of hours worked.

This letter was submitted the last time things were mailed in this is one of the letters from Thomas Abernathy. I personally called on the notarization part, and was just told since this was in scotland that all it needed was a witness to sign, and there is a witness signed it? Also the dates of worked are also listed between the two letters July 30, 2008 - Present.

--
on notices 2 & 3, I have attached all the licnesing requirements for Scotland that I can find, but they are all COUNTRY standards.

And notice 4- This should give you a clearer copy of his licensing grade cards. Chris will be flying in from afghanistan August 25, to get ready to take his exam.

Please do not hesitate to email me back directly as I can get word back and forth to him. If there is something else that is needed please Email me.
I thank you for your time and appreciation in this manner.

Shanon Sheets (Christopher O'connors Stepdaughter)

[REDACTED]
-Shanon-

"Photography takes an instant out of time, altering life by holding it still" -Unknown

What is ACA?

The Advanced Competence Assessment (ACA) is taken by electricians who have the necessary site experience and who wish to be graded to Approved electricians. The ACA is a mandatory requirement for Approved Electrician.

The duration of the ACA will be one day.

Throughout this leaflet, the term *Candidate* refers to an Electrician undertaking the assessment.

The Assessment

The ACA comprises of the following sections:

- A Risk Assessment and Assessment of Safe Working Practices
- B Safe Isolation of Supplies
- C Inspection and Testing
- D Fault Finding
- E Supervision (operatives and installation work)
- F Underpinning Knowledge Assessment

These sections must be completed within the specified target times. The work must comply with the requirements of BS 7671 (the current IEE Wiring Regulations) and Health and Safety Regulations.

Candidates will be permitted to refer to the current edition of BS 7671, IEE Guidance Note No.3 Inspection and Testing, the IEE On-Site Guide (OSG), relevant Health & Safety Regulations and Guidance, and the Electricity Safety, Quality and Continuity Regulations 2002 during the assessments.

Candidates will work on a standard assessment unit, using drawings, block and circuit diagrams and written instructions. (Figure A)

The assessment unit consists of three booths, each simulating a particular installation.

Figure B - Main Switch Room, Figure C - Industrial Installation and Figure D - Domestic Installation.

Candidates must present themselves at the SECTT assessment centre dressed in suitable working clothing and sound footwear. The centre is at Cambuslang - Chapel Works, 14 Tabernacle Lane, Cambuslang, G72 8HP.

The ACA can only be taken at the approved assessment centre licensed annually by the Scottish Joint Industry Board (SJIB). The SJIB has delegated the administration of the ACA to the Scottish Electrical Charitable Training Trust (SECTT).

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Employer and Candidate Check List

Preparation on the points listed below will be beneficial when taking the ACA.

Employer

- Provide sufficient lead time for the candidate to prepare
- Ensure the candidate is prepared
- Provide the candidate briefing prior to the assessment
- Provide refresher training as necessary
- Encourage the candidate to approach the assessment in a positive and confident manner

Candidate

- Understand what competencies you are required to demonstrate
- Familiarise yourself with the correct procedures for the isolation of supplies
- Familiarise yourself on the fault diagnosis techniques
- Check the inspection and testing procedures as listed in the IEE On-Site Guide
- Be familiar with BS 7671
- Be familiar with the appropriate test instruments and their correct usage
- Be familiar with the Electricity at Work Regulations 1989 - HSR25
- Be familiar with the Electricity at Work - Safe Working Practices - HSG85
- Be familiar with Electrical Test Equipment for use by Electricians - GS 38
- Be familiar with the Electricity Safety, Quality and Continuity Regulations 2002
- Be familiar with the SELECT Technical Guidance for Certifiers of Construction
- Be familiar with the SJIB National Working Rules

ACA

Information for
Employers and Candidates



Scottish Joint Industry Board



ACA

Information for
Employers and Candidates



Scottish Joint Industry Board (SJIB)
The Walled Garden, 1000 Leith,
Midlothian, EH20 0JG
Tel: 0131 445 9216
Fax: 0131 445 9548
Email: acajob@sjib.org.uk



Scottish Technical Education Council (T-TEC)
The Walled Garden, 1000 Leith,
Midlothian, EH20 0JG
Tel: 0131 445 9545
Fax: 0131 445 9548
Email: acajob@sjib.org.uk

Note on the provision of tools

A full set of all tools required to undertake the ACA will be provided by the approved centre. Candidates should not bring their own tools.

A - Risk Assessment and Assessment of Safe Working Practices

Target Time 30 Minutes

Each candidate will be required to provide Risk Assessments and demonstrate Assessments of Safe Working Practices.

B - Safe Isolation of Supplies

Target Time 30 Minutes

Candidates will be required, under observation, to demonstrate how to safely isolate circuits and items of equipment to ensure and verify they are safe to work on. Safe Isolation procedure shown in Figure F.

C - Inspection and Testing

Target Time 2 Hours

On the installations, each candidate will be required to carry out prescribed pre-commissioning inspection and electrical installation tests in accordance with the BS 7671. The candidate will be under direct supervision since some of the tests involve live working.

Each candidate will be supplied with necessary instructions, a copy of the current IEE On-Site Guide, test results sheets and a range of Instruments from which to select and prepare the one appropriate for each test.

D - Fault Finding**Target Time 1 Hour**

Candidates will be required to diagnose faults, introduced by the examiner, selected from a range of common faults. (Figure E for example). Each fault will be introduced individually to the candidates by either the examiner demonstrating the fault symptom or by the use of Job Cards.

E - Supervision (Operatives and Installation Work)**Target Time 30 Minutes**

Candidates will be assessed on their knowledge and ability to supervise a number of operatives on a site. The operatives to include labourers, apprentices and electricians, with the candidate showing an understanding of competence and the level of supervision each operative requires. In addition the candidate will be required to show an understanding of how to supervise electrical installation work on site.

F - Underpinning Knowledge Assessment**Target Time 1 Hour & 30 Minutes**

Candidates will require to undertake a multiple choice assessment paper. The questions will cover the following main areas:

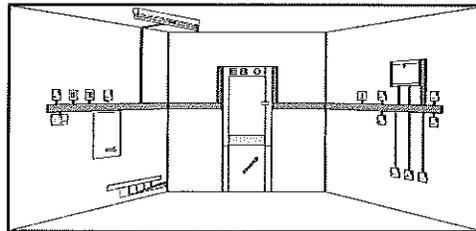
- Electrical Installations
- Scottish Building Regulations
- SJIB National Working Rules
- Inspection & Testing
- Statutory Regulations

Each candidate will be supplied with a copy of:

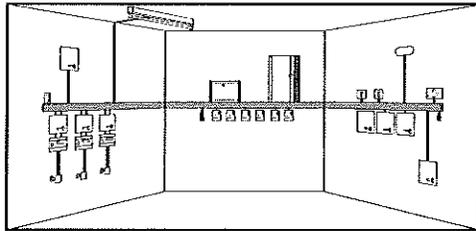
- BS 7671
- IEE On-Site Guide
- Memorandum on the Electricity at Work Regulations 1989 HSR25
- Electricity at Work - Safe Working Practices HSG85
- Electrical Test Equipment for use by Electricians GS 38
- The Electricity Safety, Quality & Continuity Regulations 2002
- The SELECT Technical Guidance for Certifiers of Construction
- The SJIB National Working Rules

Figure A - ACA Assessment Unit

Main Switch Room



Industrial



Domestic

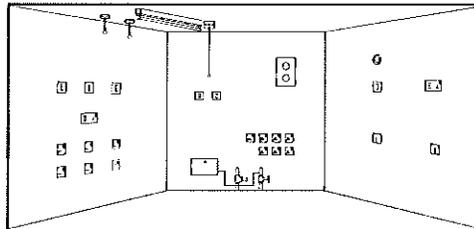


Figure B - Main Switch Room

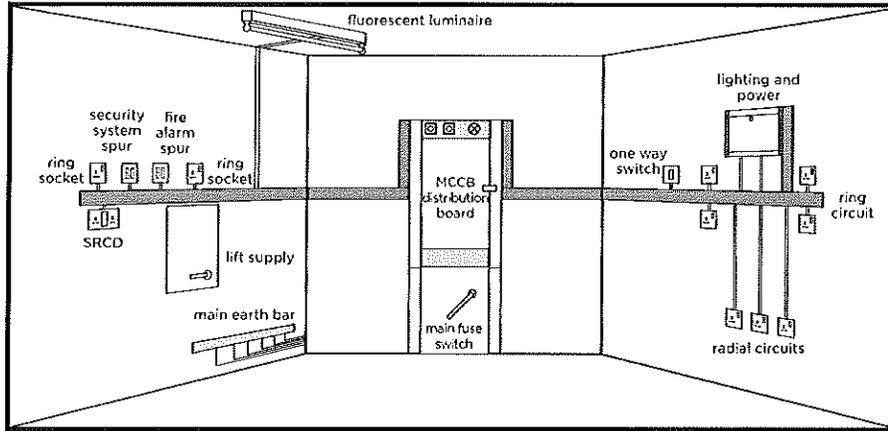


Figure C - Industrial Installation

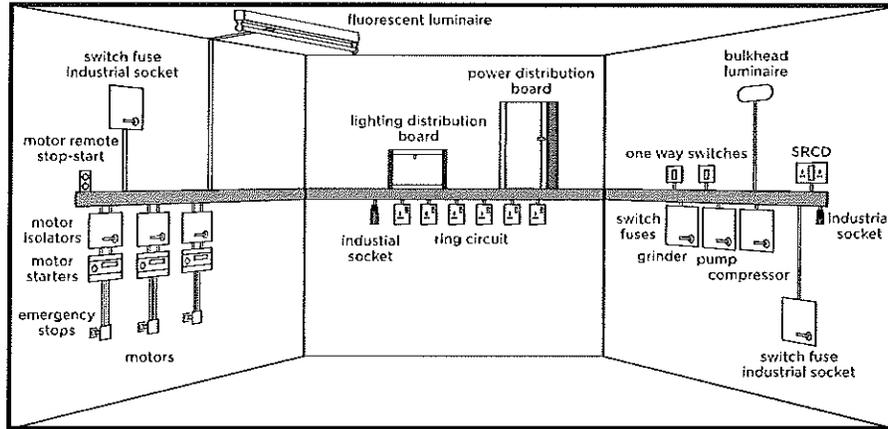


Figure D - Domestic Installation

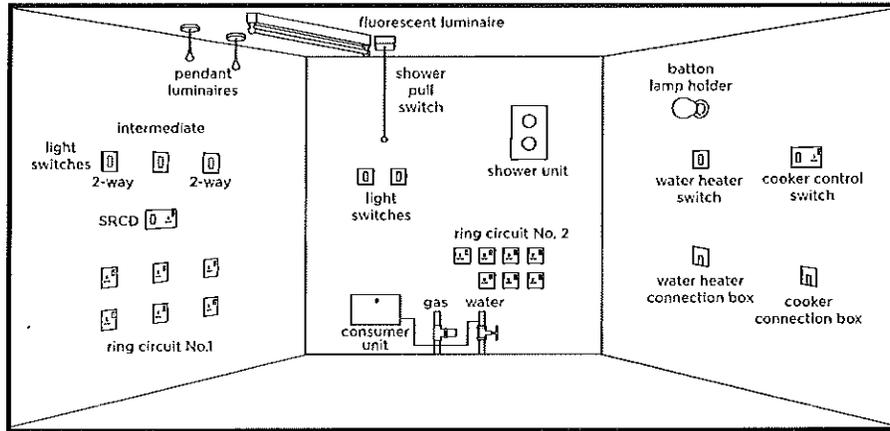
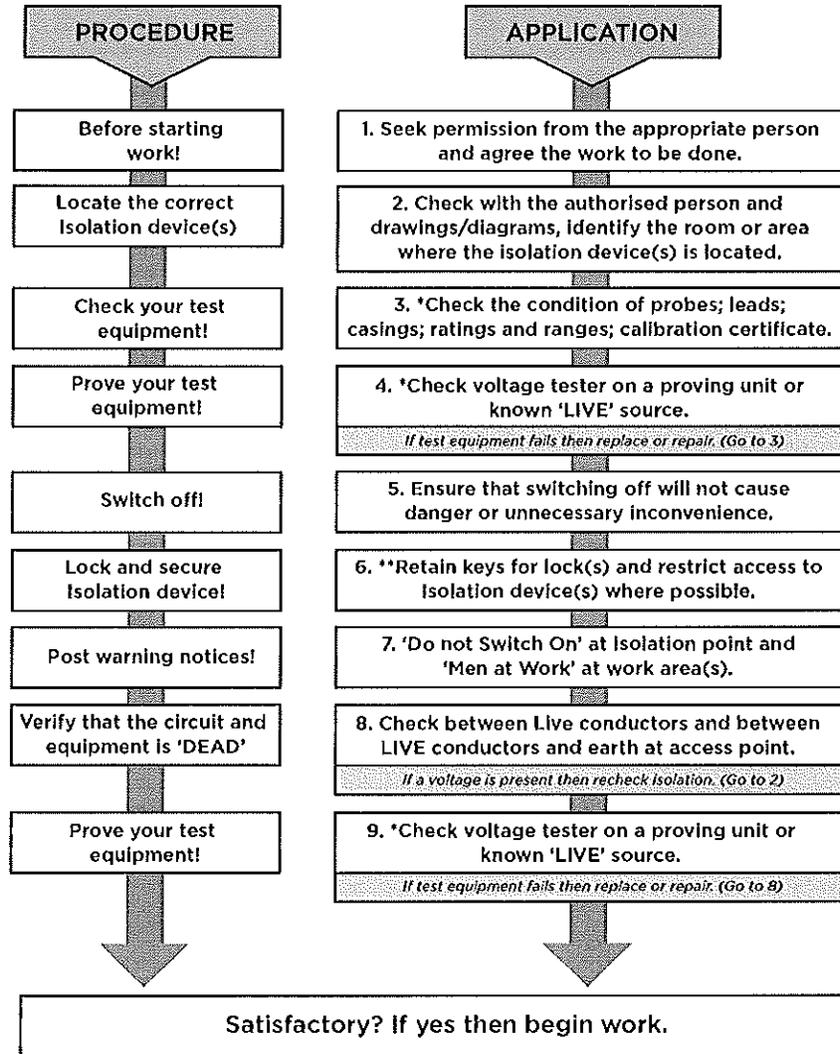


Figure E - Example Job Card

<p style="text-align: center;">JOB CARD ACA Section D Fault Finding Industrial Installation</p> <p>Fault 21</p> <p>3 Phase Industrial Socket</p> <p>Circuit arrangements</p> <p style="padding-left: 40px;">Fed from D/B 2, Circuit 3L1,L2,L3 10amp Type C MCB</p> <p>Fault Symptoms</p> <p style="padding-left: 40px;">The Industrial Socket does not work correctly.</p>
--

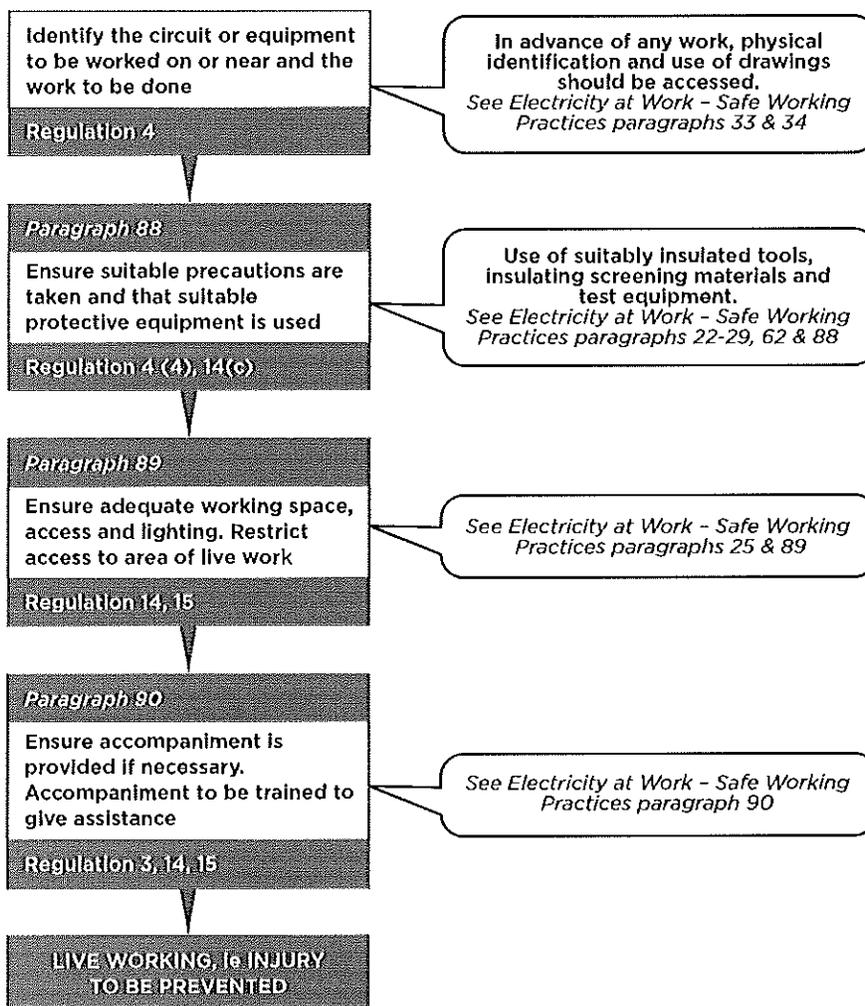
Figure F - Safe Isolation Procedure

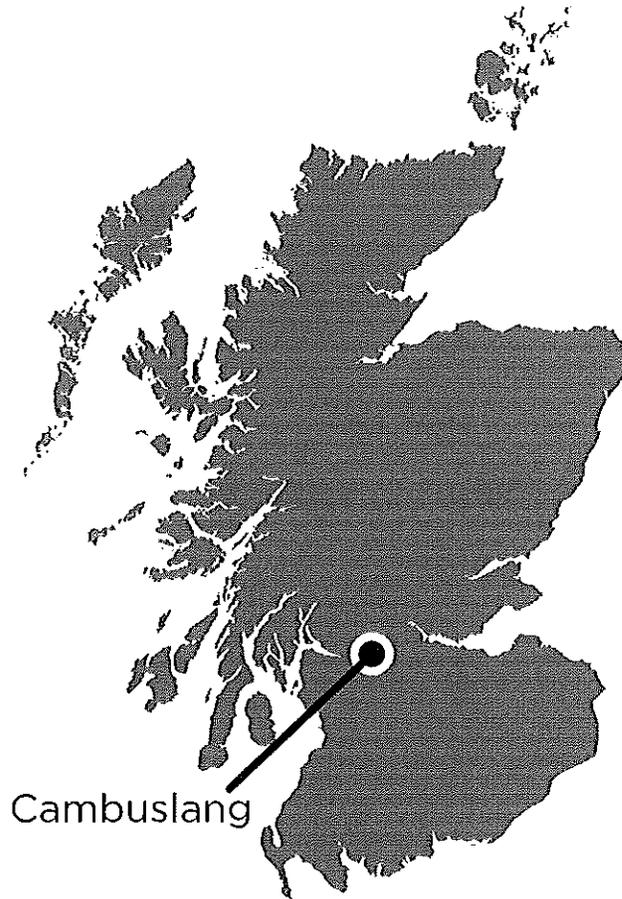


Reference should be made to the 'Health and Safety Executive's Guidance Note: Electrical Test Equipment for use by Electricians GS38 and ** the current edition of BS 7671 the IEE wiring regulations and the IEE Guidance Note on Isolation and Switching.

Working Live Procedure

Refer to the Memorandum of Guidance on the Electricity at Work Regulations 1989 HSR25, Electricity at Work - Safe Working Practices HSG85 and Electrical Test Equipment for use by Electricians GS38.





Cambuslang

SECTT Assessment Centre,
Chapel Works,
14 Tabernacle Lane, Cambuslang,
Glasgow G72 8HP
Tel: 0141 641 3127

Please contact SECTT Head Office at
The Walled Garden to arrange a booking.

NICEIC Rules Relating to Registration for Certification of Electrical Installations in Scotland

based on Approved Bodies and
Approved Certifiers of Construction
(Electrical Installations to BS 7671) Scheme

www.niceic.com

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CERTIFICATION
SCOTLAND

Introduction	1
1. Registration of Approved Bodies	1
1.1. Functions of Approved Bodies	1
1.2. Conditions for Initial Registration of Approved Bodies	1
1.3. Conditions for Initial and Continuing Registration of Approved Bodies	1
1.4. Additional Conditions for Continuing Registration of Approved Bodies	1
2. Registration of Approved Certifiers	2
2.1. Functions of Approved Certifiers	2
2.2. Conditions for Initial Registration of Approved Certifiers	2
2.3. Conditions for Initial and Continuing Registration of Approved Certifiers	3
2.4. Additional Conditions for Continuing Registration of Approved Certifiers	3
3. Certification Coordinators	4
3.1. Functions of Certification Coordinators	4
3.2. Certification Coordinator Conditions for Initial and Continuing Registration	4
3.3. Certification Coordinator Conditions for Continuing Registration	4
4. Fees and Charges	5
5. Use of Designations and Marks	5
5.1. Use of Marks	5
5.2. Use of Designations	6
6. Use of NICEIC's Forms	6
7. Complaints against Approved Bodies and Approved Certifiers	6
7.1. Complaints	7
7.2. Complaint investigations	7
8. Suspension of Registration	7
9. End of Registration	7
9.1. Cancellation of Registration by NICEIC	7
9.2. Cancellation of Registration by an Approved Body or Approved Certifier	8
9.3. Removal from the BSD Register	8
9.4. Return of Records	8
10. Appeals	8
11. NICEIC	9
11.1. NICEIC obligations	9
11.2. Complaints against NICEIC	9
12. Data Protection & Freedom of Information	10
13. Law and Jurisdiction	10
14. Definitions	11

Introduction

NICEIC is a Scheme Provider for the Certification of Construction [Electrical Installations to BS 7671] Scheme. NICEIC Registration for Certification of Electrical Installations in Scotland provides a route to registration with the Scheme for enterprises to become Approved Bodies or competent individuals to become Approved Certifiers of Construction.

The scope of the NICEIC Scheme is the provision of registration for those enterprises and persons that are, and continue to be, successfully assessed as having appropriate qualifications, experience and systems in place to certify that electrical installation work in Scotland is compliant with the requirements of the Building Regulations and BS 7671, that fire detection and alarm systems are compliant with BS 5839 Parts 1 and 6 and that emergency lighting systems are compliant with BS 5266.

1. Registration of Approved Bodies

1.1. Functions of Approved Bodies

1.1.1 The functions of an Approved Body are to maintain the conditions under which it was approved and to support the Approved Certifiers employed or contracted by it.

1.2. Conditions for Initial Registration of Approved Bodies

An enterprise shall:

- 1.2.1 make an application to NICEIC for registration for each trading title and each address that wishes to certify compliance of electrical installations in Scotland with the Building Regulations; and
- 1.2.2 if it is an enterprise that has applied for, holds, has held or has had refused or cancelled a previous registration/registration/membership for certification of electrical installation work with a Scheme Provider, declare that fact to NICEIC; and
- 1.2.3 employ full time at least one Approved Certifier or one person applying to become an Approved Certifier.

1.3. Conditions for Initial and Continuing Registration of Approved Bodies

An enterprise shall:

- 1.3.1 support the work of at least one Approved Certifier or person applying to become an Approved Certifier who in either case is employed by the enterprise and any other Approved Certifier and/or person applying to become an Approved Certifier who in either case is employed or contracted by the enterprise by providing access to documentation, and access to both technical and procedural training and development in support of certification activities to an appropriate level; and
- 1.3.2 hold the level of public liability insurance cover prescribed by NICEIC appropriate to the range of work undertaken by the enterprise and, where applicable, employers liability insurance cover, and make evidence of these available for inspection; and
- 1.3.3 designate a Certification Coordinator who shall be employed by the enterprise. This person may also be an Approved Certifier; and
- 1.3.4 make available documents, records, equipment, tools, test instruments, access and facilities sufficient for NICEIC assessment purposes; and
- 1.3.5 make available documents, records, equipment, tools, test instruments, access and facilities sufficient for those auditing NICEIC, when requested by NICEIC.

1.4. Additional Conditions for Continuing Registration of Approved Bodies

An Approved Body shall:

- 1.4.1 offer certification services only if it employs full time at least one Approved Certifier and a Certification Coordinator:
and
- 1.4.2 be directly engaged in certifying electrical installation work for compliance with Building Regulations; and

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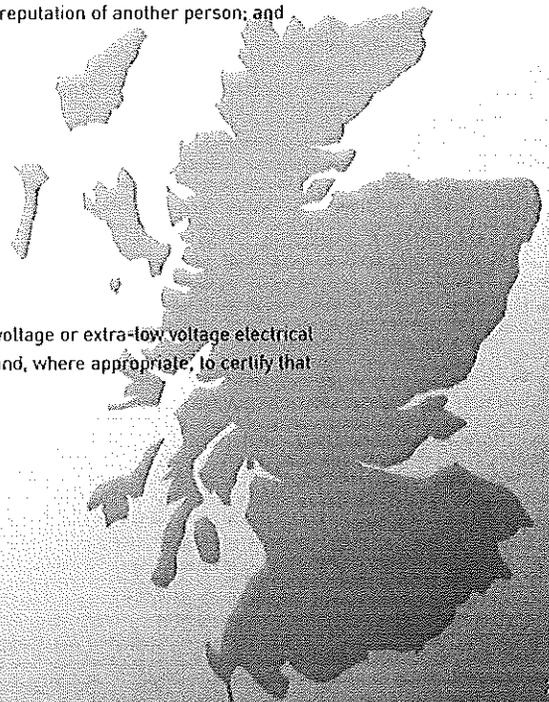
- 1.4.3 not be registered as an Approved Body for Certification of Construction (Electrical Installations to BS 7671) with any other Scheme Provider; and
- 1.4.4 operate an appropriate system for checking compliance with Building Regulations in accordance with NICEIC requirements; and
- 1.4.5 within seven days of an Approved Certifier ceasing or commencing to be employed in that capacity report the change to NICEIC; and
- 1.4.6 within seven days of a Certification Coordinator ceasing or commencing to be employed in that capacity, report the change to NICEIC; and
- 1.4.7 notify NICEIC of any changes to registration particulars, e.g. change of name, address or legal constitution of the enterprise, within seven days of the change occurring; and
- 1.4.8 accept assessment visits, the frequency of which shall be as decided from time to time by NICEIC taking into account the level of the Approved Body's compliance with the NICEIC Scheme Rules and the quantity of work certified; and
- 1.4.9 compile certification in the form prescribed by NICEIC, using Certificate of Construction numbers as designated by NICEIC. All Certificates of Construction shall be signed by an Approved Certifier and counter-signed by the Approved Body's Certification Coordinator; and
- 1.4.10 notify NICEIC with prescribed details of Certificates of Construction within five days of their issue; and
- 1.4.11 keep a certification logbook as prescribed by NICEIC that details all Certificates of Construction issued together with a record of the basis of decisions on compliance and details of any third party relied on in making decisions on compliance; and
- 1.4.12 hold records for a minimum of five years and make them available to NICEIC, for inspection, of:
 - i. checklists,
 - ii. certification logbooks,
 - iii. appropriate certification in accordance with applicable British Standards,
 - iv. Certificates of Construction,
 - v. training and development of Approved Certifiers,
 - vi. complaints and any action taken to resolve them,
 - vii. accuracy of test instruments; and
- 1.4.13 allocate adequate time and resource to the certification process; and
- 1.4.14 act in accordance with the NICEIC Scheme code of conduct including:
 - i. acting with integrity and fairness; and
 - ii. having regard to the public interest and to the interests of all those affected by their activities; and
 - iii. not maliciously or recklessly injuring or attempting to injure the reputation of another person; and
 - iv. avoiding conflicts of interest; and
 - v. upholding the reputation of the NICEIC Scheme.

2. Registration of Approved Certifiers

2.1. Functions of Approved Certifiers

- 2.1.1 The functions of Approved Certifiers are to determine whether low voltage or extra-low voltage electrical installations comply with the Building (Scotland) Regulations 2004 and, where appropriate, to certify that they comply.

2.2. Conditions for Initial Registration of Approved Certifiers



Persons applying to become Approved Certifiers shall:

- 2.2.1 make an application for registration; and
- 2.2.2 satisfy the qualification requirements prescribed by NICEIC. These include suitable electrical qualifications and current Building Regulations qualifications; and
- 2.2.3 have at least two years supervisory experience in the electrical installation industry; and
- 2.2.4 demonstrate adequate knowledge and understanding of appropriate Standards, e.g. BS 7671, BS 5839, BS 5266, and the Scottish building standards system and the role of Approved Certifiers sufficient to act as an Approved Certifier; and
- 2.2.5 if they have applied for, hold, have held or have had refused or cancelled a previous registration /registration/membership for certification of electrical installation work with a Scheme Provider, declare that fact to NICEIC; and
- 2.2.6 disclose to NICEIC any Unspent Convictions or any other adverse finding of any kind [that is not a conviction] made against them by any tribunal, court or other authority.

2.3. Conditions for Initial and Continuing Registration of Approved Certifiers

Approved Certifiers and persons applying to become Approved Certifiers shall:

- 2.3.1 make available documents, equipment, tools, test instruments, access and facilities sufficient for NICEIC assessment purposes; and
- 2.3.2 have sufficient current documents, equipment, tools and test instruments for the certification process or, if employed by an Approved Body or a Scheme Applicant, have access to sufficient of those held by the enterprise; and
- 2.3.3 be present as required during assessments by NICEIC.

2.4. Additional Conditions for Continuing Registration of Approved Certifiers

2.4.1 Approved Certifiers may also be Certification Coordinators;

2.4.2 Approved Certifiers shall:

- i. only issue Certificates of Construction if employed or contracted by an Approved Body; and
- ii. demonstrate to NICEIC, at least once every three years, or more frequently if decided by NICEIC, knowledge of the Scottish Building Standards system and understanding of the role of Approved Certifiers sufficient to act as an Approved Certifier; and
- iii. undertake updated Building Regulations training and successful assessment at least once every three years, or more frequently if required by NICEIC; and
- iv. be satisfied that their knowledge and experience enables them to discharge the responsibility of certifying particular work, bearing in mind the nature of the project; and
- v. adopt appropriate procedures to satisfy themselves of the compliance or non-compliance of electrical installations with BS 7671; and
- vi. undertake certification in a methodical manner, and record the process by which compliance with Building Regulations is assessed using checklists as prescribed by NICEIC; and
- vii. take account of the impact of their work and ensure it does not impinge on the overall integrity of the building and that it complies with Building Regulations; and
- viii. compile and sign certification in the form prescribed by NICEIC, using Certificate of Construction numbers as designated by NICEIC; and
- ix. notify NICEIC, within seven days, of starting or ceasing employment with an Approved Body in the capacity of an Approved Certifier; and
- x. act in accordance with the NICEIC Scheme code of conduct including:
 - acting with integrity and fairness; and
 - having regard to the public interest and to the interests of all those affected by their activities; and
 - not maliciously or recklessly injuring or attempting to injure the reputation of another person; and
 - avoiding conflicts of interest; and
 - upholding the reputation of the scheme.

- exercising appropriate skill, care, diligence and judgement in undertaking the role described in Rule 2.1.1 ; and
 - not misrepresenting themselves as having expertise and experience that they do not possess; and
 - maintaining and broadening their expertise; and
 - undertaking only those tasks for which they have appropriate expertise and experience; and
 - not certifying work carried out by others without carrying out necessary checks to satisfy themselves of the adequacy of the work and compatibility within the whole structure; and
 - acknowledging that for some projects they may lack appropriate experience to enable them to act as the Approved Certifier; and
 - disclosing to NICEIC any Unspent Convictions or any other adverse finding of any kind (that is not a conviction) made against them by any tribunal, court or other authority; and
- xi. hold records for a minimum of five years and make them available to NICEIC, for inspection, of:
- checklists,
 - appropriate certification in accordance with applicable British Standards,
 - Certificates of Construction,
 - training and development undertaken,
 - complaints and any action taken to resolve them,
 - accuracy of test instruments.

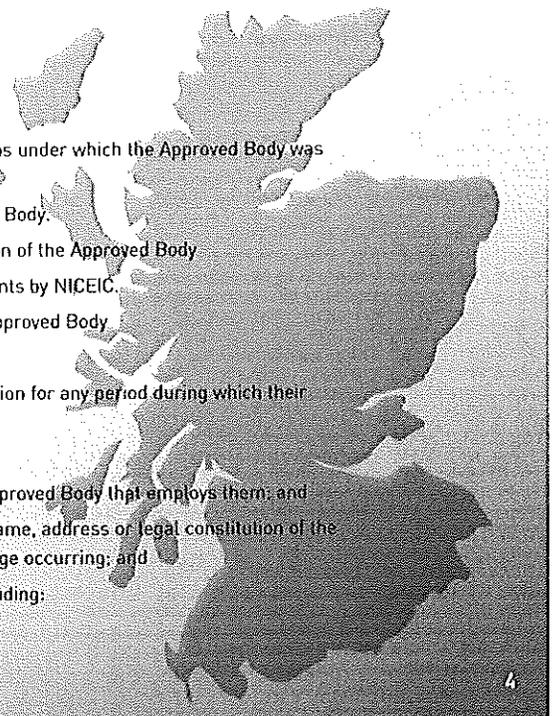
2.4.3 Approved Certifiers shall not:

- i. issue any certification for work that has not been checked for compliance with the Building Regulations; nor
- ii. issue certification for incomplete installations; nor
- iii. act as Approved Certifier where the Verifier is the same body as the Approved Body or is the Approved Certifier's employer; nor
- iv. make false or misleading statements in Certificates of Construction; nor
- v. recklessly issue Certificates of Construction; nor
- vi. be registered as an Approved Certifier of Construction [Electrical Installations to BS 7671] with any other Scheme Provider.

3. Certification Coordinators

3.1. Functions of Certification Coordinators

- 3.1.1 Certification Coordinators are responsible for ensuring that the conditions under which the Approved Body was approved are fulfilled and maintained; and
- 3.1.2 Certification Coordinators shall act as the contact point for the Approved Body.
- 3.2. Certification Coordinator Conditions for Initial and Continuing Registration of the Approved Body
- 3.2.1 Certification Coordinators shall be present as required during assessments by NICEIC.
- 3.3. Certification Coordinator Conditions for Continuing Registration of the Approved Body
- 3.3.1 Certification Coordinators may also be Approved Certifiers.
- 3.3.2 Certification Coordinators shall not countersign Certificates of Construction for any period during which their Approved Body does not employ full time an Approved Certifier; and
- 3.3.3 Certification Coordinators shall:
 - i. only countersign Certificates of Construction on behalf of the Approved Body that employs them; and
 - ii. advise NICEIC of any changes of Approved Certifiers, or of the name, address or legal constitution of the Approved Body that employs them within seven days of the change occurring; and
 - iii. act in accordance with the NICEIC Scheme code of conduct including:



- acting with integrity and fairness; and
- having regard to the public interest and to the interests of all those affected by their activities; and
- not maliciously or recklessly injuring or attempting to injure the reputation of another person; and
- avoiding conflicts of interest; and
- upholding the reputation of the NICEIC Scheme.

4. Fees and Charges

- 4.1.1 Fees shall be paid for application and annual registration. Items that may result in additional charges are:
- i. additional assessments that NICEIC considers necessary to confirm the enterprise's or individual's compliance with the NICEIC Scheme Rules; or
 - ii. changes of Approved Certifier{s}; or
 - iii. changes of registration details or legal constitution of the enterprise; or
 - iv. assessments that NICEIC considers necessary owing to changes by the enterprise as detailed in (ii) and (iii) above; or
 - v. failure to provide documents, equipment, tools, test instruments, facilities or access required for NICEIC assessment purposes; or
 - vi. failure of the appropriate Approved Certifier{s} to be present throughout a visit by NICEIC representatives; or
 - vii. failure of the Approved Body's Certification Coordinator to be present as required during visits by the NICEIC representative; or
 - viii. cancellation by the enterprise or Approved Certifier of assessment visits less than 14 days before the visit is due; or
 - ix. Certificates of Construction issued by NICEIC to Approved Bodies; or
 - x. passing to the BSD details of Certificates of Construction issued by the Approved Body; or
 - xi. NICEIC's or its agents' inspections of work certified by an Approved Body/Approved Certifier following receipt of a complaint by NICEIC and resulting in the cancellation of the Approved Body's/Approved Certifier's registration.

5. Use of Marks and Designations

- 5.1. Use of Marks
- 5.1.1 NICEIC is a licensee of the NICEIC trade marks under a licence granted to it by The Electrical Safety Council. Subject to that licence, all right, title and interest in the NICEIC trade marks including any reputation and goodwill as may accrue as a result of use of those marks by an Approved body is reserved and belongs absolutely to The Electrical Safety Council.
- 5.1.2 The trade mark for Certification of Electrical Installations in Scotland is 'Certification Scotland' beside the NICEIC logo.
- 5.1.3 Approved Bodies are licensed to use the Certification of Electrical Installations in Scotland trade mark only whilst fully registered. When the registration of an enterprise is suspended or ends, its licence to use the Certification of Electrical Installations in Scotland trade mark shall cease with immediate effect. The enterprise shall immediately cease all use of the trade mark and it shall not use, display or permit to be used or displayed any reproduction, print or replica of the Certification of Electrical Installations in Scotland trade mark in any form or on any material.
- 5.1.4 Approved Bodies shall not use the Certification of Electrical Installations in Scotland trade mark in conjunction with any trading title or address other than those registered through NICEIC.
- 5.1.5 Approved Bodies shall not use the NICEIC trade mark to imply approval or registration with the NICEIC for any work outside the scope of registration.
- 5.1.6 Approved Bodies shall not use the NICEIC corporate logos.
- 5.1.7 Registration does not entitle the use of the logo of the BSD, the Scottish Executive or, save as stated in these NICEIC Scheme Rules, the NICEIC logos.
- 5.1.8 Approved Certifiers shall not use the NICEIC trade marks or corporate logo.

5.1.9 Applicants for registration under the NICEIC Scheme shall not use the NICEIC trade marks.

5.2 Use of Designations

5.2.1 An Approved Certifier may describe himself or herself as an Approved Certifier of Construction [Electrical Installations to BS 7671].

5.2.2 An Approved Body may describe itself as an Approved Body for the Certification of Construction [Electrical Installations to BS 7671].

5.2.3 Registration does not entitle the use of designation letters such as 'AC', 'ACC', 'AB', 'CoC' or 'BSD'.

6. Use of NICEIC Forms

6.1.1 Approved Bodies and Approved Certifiers shall safeguard all unused NICEIC Certificates of Construction [Electrical Installations to BS 7671] so as to prevent their loss, theft or misuse.

6.1.2 Approved Bodies shall notify NICEIC in writing immediately on discovery of any loss, theft or misuse of NICEIC Certificates of Construction [Electrical Installations to BS 7671].

6.1.3 When an Approved Body resigns or is removed from registration, it shall immediately destroy all unused NICEIC Certificates of Construction [Electrical Installations to BS 7671] in its possession.

6.1.4 NICEIC Certificates of Construction may only be purchased by Approved Bodies registered with the Scottish Government Building Standards Division through NICEIC.

7. Complaints against Approved Bodies and Approved Certifiers

7.1. Complaints

7.1.1 When an Approved Body or Approved Certifier receives a complaint concerning their conduct in connection with their certification of construction under The Act or the Building Regulations or the Procedure Regulations, the Approved Body and/or Approved Certifier concerned shall respond to the complaint in writing without delay, and ensure suitable remedial action is taken if appropriate.

7.1.2 When NICEIC receives a complaint concerning the conduct of an Approved Body or Approved Certifier in connection with their certification of construction under The Act or the Building Regulations or the Procedure Regulations, the Approved Body and Approved Certifier concerned shall co-operate with NICEIC in resolving the complaint, and

- i. They shall respond within five working days of receipt of all correspondence from NICEIC regarding any complaint.
- ii. They will be given a minimum of five working days' notice of any complaint inspection by NICEIC and may attend the inspection.

7.1.3 If the Approved Body or Approved Certifier concerned fails to co-operate with NICEIC, NICEIC may appoint another Approved Body or Approved Certifier to carry out an inspection. The original Approved Body and/or Approved Certifier will have their registrations cancelled and shall be jointly and severally liable to pay all costs incurred by NICEIC.

7.2. Complaint investigations

7.2.1 NICEIC shall investigate any valid complaint concerning the conduct of Approved Bodies or Approved Certifiers registered through NICEIC. The Approved Bodies and Approved Certifiers shall respond within five working days to queries from NICEIC. An investigation may require submission or inspection of documentation and/or a site inspection to be carried out.

7.2.2 Where the investigation finds a breach of section 19(4) of the Act, NICEIC will inform the relevant local authority and the Scottish Government Building Standards Division.

8. Suspension of Registration

8.1 Suspension of Registration of Approved Bodies

- 8.1.1 NICEIC will suspend registration of Approved Bodies that:
- i. do not currently employ at least one Approved Certifier; or
 - ii. do not currently employ a Certification Coordinator.

8.2 Removal from the BSD Register

- 8.2.1 Within 24 hours of a decision by NICEIC to suspend a registration under the NICEIC Scheme, NICEIC will request that the registration is removed from the BSD Register.

8.3 Return of Records

- 8.3.1 Within two days of registration being suspended, the Approved Body concerned must supply NICEIC with an up to date copy of their logbook and all prescribed details of Certificates of Construction issued but not previously notified to NICEIC.

9. End of Registration

9.1. Cancellation of Registration by NICEIC

9.1.1 NICEIC may cancel the registration of Approved Bodies that:

- i. are removed from the NICEIC Roll of Approved Contractors; or
- ii. resign from the NICEIC Roll of Approved Contractors without notifying NICEIC of their wish to continue to be registered as an Approved Body; or
- iii. fail to replace their Certification Coordinator within thirty days of the previous one ceasing to be employed in that capacity; or
- iv. fail to employ at least one Approved Certifier for any consecutive period of 121 days.

9.1.2 NICEIC may cancel the registration of an Approved Certifier who

- (a) is the sole owner or proprietor of an Approved Body whose registration as an Approved Body has been cancelled;
- (b) within twenty-one days following the cancellation of the registration of an Approved Body by which he is employed [but of which he is not the sole owner or proprietor] fails to provide written notification to NICEIC that he wishes to continue to be registered as an Approved Certifier; or
- (c) resigns from registration as an Approved Certifier;

9.1.3 NICEIC may cancel the registration of Approved Bodies and/or Approved Certifiers that:

- i. fail to comply with the NICEIC Scheme Rules; or
- ii. fail to make payment of required NICEIC fees or charges within thirty days of the date notified to it as the due date for payment; or
- iii. have made a wilful misrepresentation in connection with their registration; or
- iv. have culpably or negligently failed to identify defective electrical installation work which could create or cause to be created a risk of death or injury or fire or another serious hazard or has created or caused to be created a risk of death or injury or a serious hazard through the use, in electrical installation, inspection or testing work, of faulty or unsuitable materials or by faulty workmanship; or
- v. have failed to comply with an applicable statutory requirement [note that cancellation will always take place if a breach of section 19(4) of the Act has been committed by an Approved Body or Approved Certifier]; or
- vi. have failed within the specified timescale to comply with an action plan required by NICEIC ; or

- vii. have performed any act which in the opinion of NICEIC is contrary or prejudicial to the objects or reputation of NICEIC or The Electrical Safety Council; or
- viii. are unable or admit inability to pay their debts as they fall due, or suspend making payment on any of their debts, or any action, legal proceeding or other procedure or step is taken in relation to them concerning:
 - the suspension of payments, a moratorium of any indebtedness, winding up, dissolution or reorganisation (by way of voluntary arrangement, scheme of arrangement or otherwise, but excluding a members' winding up for the purposes of reconstruction) of them and in the case of a winding up petition, such petition is not discharged or stayed within 14 days or, if earlier, prior to its advertisement; or
 - a composition, assignment or arrangement with any of their creditors; or
 - the appointment of a liquidator, receiver, administrator, administrative receiver, compulsory manager or other similar officer in respect of them or any of their assets; or
 - the enforcement of any mortgage, charge, pledge, lien, or other security interest securing any obligation of them or any other agreement or arrangement having similar effect; or
 - any attachment, sequestration, distress or execution that affects any of their assets and is not discharged within seven days.

9.2. Cancellation of Registration by an Approved Body or Approved Certifier

9.2.1 Any resignation of an Approved Body or Approved Certifier from the BSD Register must be confirmed in writing by them.

9.3. Removal from the BSD Register

9.3.1 Within 24 hours of a final cancellation decision made following completion of all applicable and properly implemented notification, disciplinary and appeals procedures, NICEIC will request that the registration is removed from the BSD Register.

9.4. Return of Records

9.4.1 Within two days of NICEIC's cancellation of an Approved Body's or Approved Certifier's registration, the Approved Body or Approved Certifier concerned must supply NICEIC with an up to date copy of their certification logbook and all prescribed details of Certificates of Construction issued but not previously notified to NICEIC.

10. Appeals

10.1 Appeals against NICEIC decisions

10.1.1 An applicant for registration as an Approved Body or as an Approved Certifier or an enterprise or individual whose registration as an Approved Body or Approved Certifier has been suspended or cancelled may make a written appeal to NICEIC against any decision made by NICEIC either to refuse the application or to suspend or (except a decision to cancel made under Rule 8.1.1) to cancel the registration.

10.1.2 The Appeal Committee shall comprise three persons who are independent of NICEIC, any parent organisation of NICEIC, the appellant and the decision under appeal. The Chairman of the Electrical Contracting Certification Management Committee of The Electrical Safety Council shall appoint the independent chairman of the Appeal Committee who shall then appoint two other persons from an independent Appeal Panel.

10.1.3 Subject to these NICEIC Rules, the procedure for the conduct of the appeal shall be as from time to time laid down by the Board of The Electrical Safety Council and stated in The NICEIC Guide to the Certification of Construction [Electrical Installations to BS7671] Scheme.

10.1.4 The Appeal Committee shall have full powers to:

- (a) allow the appeal and either to reverse or modify the decision appealed against, subject to any conditions that the Appeal Committee may apply;

- (b) reject the appeal; and
 - (c) make such order for the payment of the costs of the appeal as it thinks fit.
- 10.1.5 Any prescribed deposit shall be applied in such a manner as the Appeal Committee will decide. In the absence of any order by the Appeal Committee to the contrary, each party shall bear its own costs of the appeal.
- 10.1.6 The decision of the Appeal Committee shall be final, conclusive and binding on NICEIC and the appellant. The decision, which shall include a brief statement of reasons, shall be communicated in writing to both NICEIC and the appellant as soon as practicable after it is made.

11. NICEIC

11.1 NICEIC obligations

11.1.1 NICEIC shall:

- i. prescribe and publish fees, deposits and charges, informing Approved Bodies and Approved Certifiers at least 30 days prior to the annual re-registration date; and
- ii. inform Approved Bodies and Approved Certifiers at least 60 days prior to the annual re-registration date of any revisions to the NICEIC Rules; and
- iii. inform Approved Bodies and Approved Certifiers at least 60 days prior to the annual re-registration date of any revisions to prescribed requirements, such as training and experience requirements; and
- iv. have power from time to time to modify its policies concerning the manner in which Approved Bodies and Approved Certifiers may describe themselves, the manner in which the trade mark for Certification of Electrical Installations in Scotland may be used, the process by which complaints against Approved Bodies and Approved Certifiers shall be investigated and determined and the procedure for the conduct of appeals, and NICEIC shall promptly inform Approved Bodies and Approved Certifiers and applicants for registration as Approved Bodies and Approved Certifiers of any such modifications ; and
- v. administer its procedures in a non-discriminatory manner; and
- vi. hold in confidence all information acquired and held about Approved Bodies and Approved Certifiers and applicants for registration as Approved Bodies and Approved Certifiers, other than that published in the BSD's registers, that required by BSD and that required by NICEIC to confirm compliance with Building Regulations. Confidential information shall not be disclosed to a third party without the prior written agreement of the enterprise or individual to whom NICEIC's duty of confidence is owed, except as required by the BSD, any other accreditation or monitoring body, or by law; and
- vii. act in accordance with the NICEIC Scheme code of conduct, including:
 - acting with integrity and fairness; and
 - having regard to the public interest and to the interests of all those affected by its activities; and
 - not maliciously or recklessly injuring or attempting to injure the reputation of another person; and
 - avoiding conflicts of interest; and
 - upholding the reputation of the NICEIC Scheme;

11.2 Complaints against NICEIC

11.2.1 NICEIC will investigate any written complaint concerning the conduct of NICEIC or its staff while engaged in carrying out their duties for NICEIC in connection with the NICEIC Scheme received from:

- i. an Approved Body or Approved Certifier; or
- ii. an enterprise or individual applying to NICEIC for registration; or
- iii. the BSD; or
- iv. a member of the public.

11.2.2 All complaints will be acknowledged within five working days of receipt.

11.2.3 The complainant will be advised of the outcome of the complaint, normally within a further four weeks, with a timescale for corrective action if appropriate.

12. Data Protection & Freedom of Information

12.1. Data Protection

12.1.1 NICEIC may:

- i. keep and use personal data about personnel of Approved Bodies and Approved Certifiers for all purposes that it requires to maintain properly the BSD Register and NICEIC's and BSD's records and to ensure compliance with the NICEIC Scheme Rules, including, but not limited to, the disclosure to third parties of the identity of such personnel.
- ii. unless the relevant Approved Body or Approved Certifier requests otherwise, authorise the distribution to Approved Certifiers and Approved Bodies' personnel of sales and marketing materials that NICEIC believes would be of interest to them. These distributions may be made by NICEIC or by other persons authorised by it.

12.1.2 NICEIC is required to and will forward to BSD:

details of Approved Bodies;
details of Approved Certifiers;
details of Certification Coordinators;
details of Certificates of Construction issued by Approved Bodies.

12.1.3 NICEIC is required to and will forward to BSD:

grounds for rejection of approvals; grounds for rejections of renewals; grounds for removal;
findings of emergency inspections;
findings of complaints procedures.

12.2. Freedom of Information

- 12.2.1 As a Scottish public authority, the BSD is bound by the provisions of the Freedom of Information (Scotland) Act 2002 and is obliged to consider requests made under that Act for access to information that it holds. The release of information can be expected in some cases.

13. Law and Jurisdiction

- 13.1. The registration process and the validity, construction and performance of these NICEIC Scheme Rules shall be governed by English Law.



14. Definitions

In these NICEIC Scheme Rules:

The Act =	the Building (Scotland) Act 2003.
Annual re-registration date =	1 April.
Appeal Panel =	a number of independent people who are available to be called to make an Appeal Committee.
Approved Body =	an enterprise that is registered through NICEIC as an Approved Body for Certification of Construction (Electrical Installations to BS 7671) on the register held by BSD.
Approved Certifier =	an Approved Certifier of Construction (Electrical Installations to BS 7671) who is registered through NICEIC with BSD.
Available full time =	available in person to the enterprise during the enterprise's normal working time.
BS 7671 =	the current edition of BS 7671 including all amendments.
Building Regulations =	the Building (Scotland) Regulations 2004 and all subsequent amendment regulations.
Certificate of Construction =	a Certificate of Construction (Electrical Installations to BS 7671).
Certification Coordinator =	a person employed by an Approved Body who countersigns Certificates of Construction.
contracted =	not directly employed by the enterprise, but paid as self-employed or through another enterprise.
employed =	paid by the enterprise to carry out certification of electrical installation work other than through a sub-contract arrangement.
enterprise =	a sole trader, partnership, private limited company, public limited company, public body or other legal entity.
NICEIC =	NICEIC (a part of the Ascertiva Group Limited)
NICEIC Scheme =	the NICEIC Scheme for Certification of Construction (Electrical Installations to BS 7671).
NICEIC Scheme Applicant =	an enterprise or person who has made an application to NICEIC to become registered for Certification of Electrical Installations in Scotland.
NICEIC Scheme Application =	an application to NICEIC to become registered for Certification of Electrical Installations in Scotland.
NICEIC Scheme Rules =	These Rules governing the NICEIC Scheme
Procedure Regulations =	The Building (Procedure) (Scotland) Regulations, the Building (Procedure) (Scotland) Regulations 2004 and all subsequent amendment regulations.
Registered for Certification of Electrical Installations in Scotland =	registered through NICEIC as an Approved Body or as an Approved Certifier.
BSD Register =	the Register of Approved Certifiers of Design, Approved Certifiers of Construction, Approved Bodies and Schemes maintained by the BSD on behalf of Scottish Ministers at www.scotland.gov.uk/certificationregister
Scheme =	Scheme for Certification of Construction (Electrical Installations to BS 7671).
Scheme Provider =	An organisation that operates one or more schemes to register Approved Certifiers of Design and/or Approved Certifiers of Construction and Approved Bodies.
sub-contracting =	engaging another enterprise to carry out certification work.
Unspent Conviction =	a conviction of a criminal offence that is not spent within the meaning of the Rehabilitation of Offenders Act 1974
Verifier =	a body appointed by Scottish Ministers to oversee the administration of the building warrant process. For the foreseeable future these bodies will be Scottish Local Authorities.

O'Donnell, Daniel (LARA)

From: Livingston, Evelyn (LARA)
Sent: Monday, July 29, 2013 8:00 AM
To: O'Donnell, Daniel (LARA)
Subject: FW: Christopher O'Connor Electrical application
Attachments: ChristopherOConnorElectrical.pdf

This email attachment had over 111 pages

FYI

Thanks,

Evie Livingston

Evie Livingston, Departmental Tech
State of Michigan
BCC/Electrical Division
PO Box 30254
Lansing MI 48909
517 241-9320 (telephone)
517 241-9308 (facsimile)

"Providing for Michigan's Safety in the Built Environment"

From: Suthurn Sheet [mailto: [REDACTED]]
Sent: Wednesday, July 24, 2013 12:58 PM
To: bccelec
Subject: Christopher O'Connor Electrical application

Recieved this letter in behalf of my stepdad Christopher O'connor, am trying to make sure all the required documents were in cluded. Chris is currently in Afghanistan doing electrical work as well, so I am in michigan so have done all of this by email.

After searching this is all that I can find on electrical requirements. Along with his license scanned better.

Number 1 on this notice states - Letter of documentation of 8000 hours over a period of not less than four years, under the supervision of a licensed master electrician, and signed by the mastger or contractor of record for the company and notarized, letter must show the beginning and ending dates of employment and total number of hours worked.

This letter was submitted the last time things were mailed in this is one of the letters from Thomas Abernathy. I personally called on the notarization part, and was just told since this was in scotland that all it needed was a witness to sign, and there is a witness signed it? Also the dates of worked are also listed between the two letters July 30, 2008 - Present.

07/29/2013

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on notices 2 & 3, I have attached all the licnesing requirements for Scotland that I can find, but they are all COUNTRY standards.

And notice 4- This should give you a clearer copy of his licensing grade cards. Chris will be flying in from afghanistan August 25, to get ready to take his exam.

Please do not hesitate to email me back directly as I can get word back and forth to him. If there is something else that is needed please Email me.
I thank you for your time and appreciation in this manner.

Shanon Sheets (Christopher O'connors Stepdaughter)


-Shanon-

"Photography takes an instant out of time, altering life by holding it still" -Unknown

Electricians

Electricians must have satisfactorily completed a recognised apprenticeship in electrical installation.

They must be able to carry out electrical installation work efficiently in accordance with relevant statutory regulations and industry codes of practice.

They must have knowledge of the National Working Rules for the Electrical Contracting Industry, relevant statutory regulations and industry codes of practice including specifically The Electricity at Work Regulations 1989, The Electricity Safety, Quality & Continuity Regulations 2002 (so far as they deal with consumers' installation), and BS 7671 (as amended) IET Wiring Regulations.

They must have achieved the SVQ Level 3 Certificate in electrical installation jointly awarded by Scottish Qualifications Authority (SQA) and the SJIB or an approved equivalent.

Further information and details on the SJIB Training Schemes for Electrical Installation Apprentices and Adult Trainees can be found in Section I of the SJIB Handbook.

Provisional Electricians

Provisional Electricians must have completed an apprenticeship in their country of origin and had their qualifications translated into English.

Provision Electricians must have:

- Completed SELECT's ECS Health and Safety course; and
- City and Guilds IET Wiring Regulations to BS 7671 (full course); or
- EAL Level 3 Diploma in Requirements for Electrical Installation (code 500/3484/4); or
- EAL Level 3 Award in Requirements for Electrical Installation (code 600/3719/2); and
- Registered on the Crediting Electrotechnical Certification Scheme (CEC)

A Provisional Grade Card is only valid for 18 months during which time an operative must have completed the CEC Scheme and achieved an SVQ Level 3 in Electrical Installation.

Approved Electricians

Approved Electricians must have satisfactorily completed a recognised apprenticeship in electrical installation.

They must have two years experience as a graded Electrician immediately prior to application for this grade.

They must have successfully passed the Advanced Competence Assessment (ACA), 1995 apprentice training scheme or an approved equivalent.

Approved Electricians must possess particular practical, productive and electrical installation skills with adequate technical knowledge, to work on their own proficiently and

carry out electrical installation work without detailed supervision in the most efficient and economical manner.

They must have knowledge of the National Working Rules for the Electrical Contracting Industry, relevant statutory regulations and industry codes of practice including specifically The Electricity at Work Regulations 1989, The Electricity Safety, Quality & Continuity Regulations 2002 (so far as they deal with consumers' installation), and BS 7671 (as amended) IET Wiring Regulations.

They must have supervisory knowledge and the ability to set out jobs from drawings and specifications, and requisition the necessary installation materials.

Responsibility Money for Approved Electricians

Approved Electricians in charge of work who undertake the supervision of other operatives shall be paid 'responsibility money', the amount of which shall be specified by the SJIB.

Technician Electricians

Technician Electricians must have experience as an Approved Electrician for a minimum of 3 years.

They must have knowledge of the most economical and effective layout of such installations together with the ability to achieve a high level of productivity in the work they control. In addition they must have exceptional technical skill, ability and experience beyond that expected of an Approved Electrician.

They must have knowledge of the National Working Rules for the Electrical Contracting Industry, relevant statutory regulations and industry codes of practice including specifically The Electricity at Work Regulations 1989, The Electricity Safety, Quality & Continuity Regulations 2002 (so far as they deal with consumers' installation), and BS 7671 (as amended) IET Wiring Regulations.

Technician Electricians must have completed either:

- a) The SQA Tailored Award in Design and Verification of Electrical Installation (BS 7671) (within the last 5 years); or
- b) An HNC in Electrical Engineering; or
- c) An HNC in Contracting Management; or
- d) The City & Guilds of London Institute Electrical Installation Work Course 'C'.

In addition they must complete the following training courses (available from SELECT), approved by the SJIB (within the last 3 years):

- Asbestos Awareness (assessed)
- Ashton Supervisory Management Course (or the approved equivalent)
- Managing Health and Safety - An Introduction
- Risk Assessment
- Safe Isolation (assessed)
- Scottish Building Standards (assessed)

Crediting Electrotechnical Competence Scheme

SCOTTISH ELECTRICAL CHARITABLE TRAINING TRUST

**Managers of the
Crediting Electrotechnical Competence Scheme
for the**

**SCOTTISH JOINT INDUSTRY BOARD
for the Electrical Contracting Industry**

Information Sheet for Applicants

Crediting Electrotechnical Competence (CEC)

As an Installation Electrician ensure that your competence is recognised.

This scheme is primarily for practising electricians who want to obtain industry-recognised qualifications, allowing them to qualify for SJIB grading. The CEC scheme enables candidates to have their previous experience and/or qualifications assessed, so that any skills or qualification requirements can be identified. The candidate can then upgrade their skills either at a college or in the workplace. Once qualified, candidates can then apply for an SJIB grade card as an electrician.

The need to have proof of competence is ever more necessary within the Electrotechnical Sector. Recognising this requirement, the SJIB in conjunction with the industry, has modified the SJIB Grading Scheme and developed the Electrotechnical Certification Scheme (ECS Cards). The Gold ECS Card is based on the requirement to hold a Level III Scottish Vocational Qualification (SVQ) “Electrotechnical Services (Electrical Installation – Buildings and Structures)”.

This will not only provide proof of your competence but will promote consistent best practice and provide better job and career opportunities within the sector. If you are a practise electrician, you should not have difficulty in achieving the SVQ Level III via the CEC Scheme.

SVQ's recognise what a person is able to do at work and involves:

- The skills and knowledge needed to do the job.
- The ability to organise work.
- Spotting and rectifying problems.
- Working to deadlines.

Importantly, there may be no need to go back college or sit exams. The concept of the SVQ's framework is that it is an assessment process of the individual's ability to competently perform to industry-set occupational standards. The assessment is workplace-based and relies more on you collecting evidence of work you have carried out rather than you being directly observed.

What are the benefits?

- Allows you to qualify for SJIB Grading.
- Allows you to qualify for the new ECS Card and improve future employment prospects.
- Improves Health and Safety Awareness.
- Enables you to prove to an employer that you are competent.

What do I need to do?

Before you can begin you **must** be working full time within the Electrotechnical Sector. If you are not working in the Electrotechnical Sector you can not register for the CEC Scheme.

In preparation for the CEC scheme all applicants should compile a suitable CV. This should consist of list of references, detailing work experiences, dates of employment with past employers and the type of work they have undertaken.

How long will it take?

There is no time scale. Success depends on your ability to collect the agreed evidence that demonstrates to your Assessor that you have the competence to meet the standard. Any training or courses you have to undertake before being enrolled on the CEC Scheme will have to be funded by yourself. In most cases you will have to undertake the Final Integrated Competence Assessment (FICA) in order to complete the CEC scheme.

How much will it cost?

CEC Candidates will have to pay for any courses, course materials and registration fees, this will vary as the amount of training and updating of skills will differ from candidate to candidate. Colleges will charge £500 for the completion of the SVQ Level III portfolio and SECTT require £180* to cover the costs of administration & registration (SJIB & Summit Skills).

Don't forget that this will be the only route to obtaining an SJIB Grade Card if you do not already have an SVQ Level III.

Use the attached Flowchart to find out if you qualify for the CEC Scheme.

Please contact SECTT on 0131 445 5659 for an application form or download and complete the on-line application and forward to:

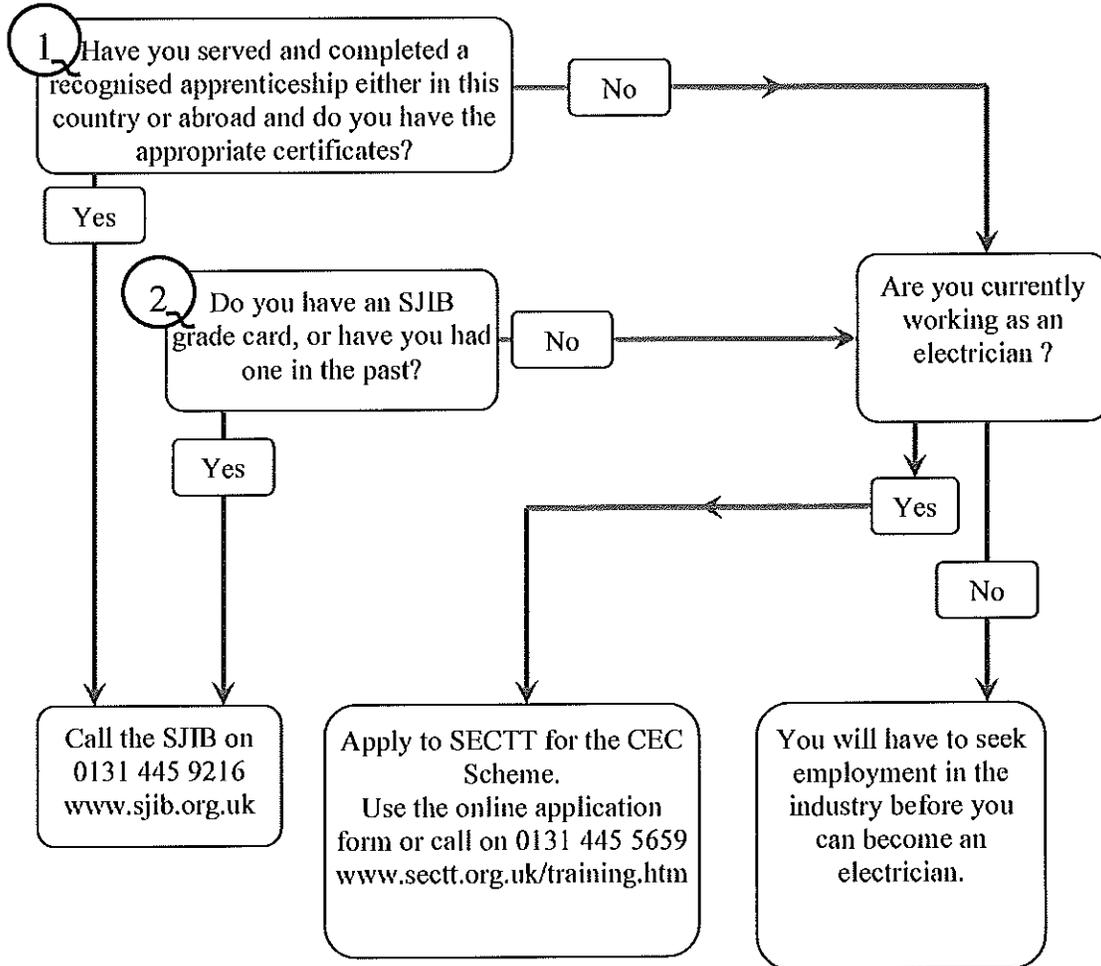
SECTT
The Walled Garden
Bush Estate
Midlothian
EH26 0SE

***Fee applicable from the 1st January 2012**

CREDITING ELECTROTECHNICAL COMPETENCE (CEC)

The purpose of the CEC Scheme is for you to have your qualifications and experience assessed so that you can be graded as an Electrician.

To find out if you qualify for the CEC scheme simply answer the questions and follow the arrows then contact the appropriate organisation.



3. If you are an Electricians mate or labourer then please apply for a place on the adult training scheme. www.sectt.org.uk/training.htm

O'Donnell, Daniel (LARA)

From: [REDACTED]
Sent: Friday, August 09, 2013 5:33 AM
To: O'Donnell, Daniel (LARA)
Subject: Fw: Chris O'Connor - Application to Sit Electrical Journeyman's Exam for Michigan State

Hi Dan & Good Afternoon from Afghanistan,

With regard to my Application Pack to sit the Michigan State Electrical Journeyman's Exam on 29th August 2013, please note I am still awaiting the Letter of Verification to be notarized by Mr Abernethy's lawyer.

Regarding to the information requested to verify the Statutory Requirements in Scotland, have you received any "new" information from the SJIB? As you have been copied on the email traffic, I was holding out hope that maybe they reached out to your office directly

Please advise what further action is required by me in order that my packet is reviewed and I can sit the Electrical Journeyman's Exam on 29th August 2013? As stated in previous traffic to your office, should it be of assistance or necessary for clarification, I can arrange to be available to call during the review of my information should the Board desire to ask any questions.

Bear in mind, and due to the nature of this "war zone" project, should I be summoned to another base for assistance, I shall endeavor to keep your office posted of my travels.

Thank you,

Chris



Chris O'Connor
 Cluster Base, Camp Phoenix [REDACTED]

----- Forwarded by Christopher A O'connor/GV/FD/FluorCorp on 08/09/2013 01:59 PM -----

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
 Cornwall <[REDACTED]>, O'Donnell, Daniel (LARA)" <[REDACTED]>
Date: 08/01/2013 05:18 PM
Subject: RE: Chris O'Connor - Application to Sit Electrical Journeyman's Exam for Michigan State

Good Evening from Afghanistan,

After receiving guidance from Fiona to reach out for your assistance, I hope you can help with my quest. I am currently on contract, via Fluor Government Group, supporting the United States Department of Defense in Afghanistan. To increase my worth to the client & broaden my future career options I am pushing to obtain a NEC Electrical License in the State of Michigan. However I seem to have arrived at an impasse, not being able to find a key piece of information for the Michigan State Electrical Administrative Board. From traffic received from Dan O'Donnell (he is copied on this e-mail) below I quote:-

08/14/2013

"What I am looking for is *statutory language* to present to the Electrical Administrative Board *that specifies that to qualify in Scotland to test to become a "grade electrician" you need a minimum of 4 years and 8000 hours of electrical experience working under the supervision of a master electrician.* Also you will want to get *the statutory language to become and "approved electrician" in Scotland.*"

So far my search for this elusive data has been to no avail. Any direction you could offer would be greatly appreciated. If it of any help to this search, please note my National Insurance Number (as shown on my grade card) is [REDACTED]

May I thank you in advance for your time & expertise in helping find resolution to my dilemma.

Thank you,

Chris



Chris O'Connor | FLUOR GOVERNMENT GROUP | Electrician - New Construction | Kabul Cluster Base, Camp Phoenix [REDACTED]

From: Fiona Cornwall [REDACTED]
To: [REDACTED]
Cc: Riki Gillespie [REDACTED]
Date: 08/01/2013 01:07 PM
Subject: RE: Chris O'Connor - Application to Sit Electrical Journeyman's Exam for Michigan State

Morning Chris,

I'm afraid I'm not going to be much help answering your query on the Statutory Requirements, the only one we insist upon is for card purposes is that people who have allowed their card to lapse for a year or more must provide us with proof they have completed a recognised BS 7671 course in the last 5 years.

However, it may be useful to refer the Board to the SJIB Apprentice and Adult Training Scheme Guide (attached), as it details everything from registration to becoming an Approved Electrician, you may want to refer to the Appendices as I think this may be something the Board would be interested in.

In addition, I wonder if you should maybe talk to the SECTT's Training Manager, Roy Dow [REDACTED] he may be able to advise you and will certainly be able to explain what was covered during your apprenticeship.

Hope this helps.

Kind Regards,

Fiona.

08/14/2013

Fiona Cornwall
Employment Affairs & SJIB Adviser
[REDACTED]

From: [REDACTED]
Sent: 31 July 2013 17:13
To: Fiona Cornwall
Cc: [REDACTED], Riki Gillespie; O'Donnell, Daniel (LARA)
Subject: Chris O'Connor - Application to Sit Electrical Journeyman's Exam for Michigan State

Hi Fiona,

Thank you for your time & kind offer to assist in my quest. Please find attached a copy of my current SJIB Card. As can be seen on the Card my National Insurance Number is [REDACTED] My Date of Birth is [REDACTED]

With regard to the Electrical Grading Definitions on your web site - www.sjib.org - copies of these Definitions have been included in my Application Package, yet the representative I have been working with, Mr O'Donnell (copied on this email) does not see this information as the "statutory requirements" he needs in order to compare the SJIB Electrical Grade Card to a NEC Electrical Journeyman's License.

Copies of the pages for both "Electrician" & "Approved Electrician" have been sent as well. Currently the piece of all this I don't understand is what exactly are the "statutory requirements". Can you assist is the provision of this requirement for me to sit the Electrical Exam in August?

As I am overseas in Afghanistan, I am hopeful we can get this information quickly and to the satisfaction of all, and that I can conference with the Board upon review to provide any further clarification regarding my SJIB qualifications. This is in the hope they will allow me to sit the exam on the 29th August 2013.

As such any guidance & direction you can give would be greatly appreciated.

Thank you so much for your time & professional guidance in assisting my attempt to comply with these requirements.

Thank you,

Chris



Camp Phoenix | [REDACTED]

From: Fiona Cornwall [REDACTED]
To: [REDACTED]
Cc: Riki Gillespie [REDACTED]

08/14/2013

Date: 07/31/2013 07:43 PM

Subject: FW: Chris O'Connor - Application to Sit Electrical Journeyman's Exam for Michigan State

Chris,

In order for me to see if I can help I will need you to give me your National Insurance Number and Date of Birth. Once I have this information I will carry out a search and give you what information I can.

I would recommend that you visit www.sjib.org as the information there will enable you to provide the Administration Board with some of the information you are required to provide.

Finally, we will not be able to assist you with regards to the training the Approved Electrician who oversaw your work completed; you will need to check this out with him.

Kind Regards,

Fiona.

Fiona Cornwall
Employment Affairs & SJIB Adviser
Phone: 0131 445 9216

From: Christopher.O'connor [REDACTED]
Sent: 31 July 2013 05:33
To: Admin
Cc: [REDACTED]
Subject: Chris O'Connor - Application to Sit Electrical Journeyman's Exam for Michigan State

Good Morning from Afghanistan,

I hope you can help me in my quest! Currently I am in the process of application to sit the Electrical Journeyman's Exam for the Electrical Administrative Board in the State of Michigan in the USA. As can be seen from the e-mail traffic below I am in need of guidance regarding the Statutory Requirements that I had to fulfill to obtain my SJIB Electrical Grade Card.

To be allowed to sit the exam Michigan State Board require proof that the process I when through to obtain my Grade Card equate to their Journeyman's Electrical License, & also they require proof that the Approved Electrician who over-saw my work when through a similar process equivalent to their Master Electricians.

As can be see from Mr O'Donnell's reply to my e-mail, I am still needing these two key points. Please can you advise where I can find this proof - or may be you have this information on file & can forward copies for me to send to Mr O'Donnell.

The "kicker" in all this is the current dead-line I need to meet. Any assistance you can offer in my quest will be

08/14/2013

greatly appreciated.

Thank you,

Chris



Chris O'Connor | FLUOR GOVERNMENT GROUP | Electrician - New Construction | [REDACTED]

----- Forwarded by Christopher A O'connor/GV/FD/FluorCorp on 07/31/2013 08:46 AM -----

From: "O'Donnell, Daniel (LARA)" [REDACTED]
To: "Christopher.O'connor" [REDACTED]
Date: 07/30/2013 08:54 PM
Subject: RE: Chris O'Connor - Application to Sit Electrical Journeyman's Exam for Michigan State

Hi Chris,

What I am looking for is **statutory language** to present to the Electrical Administrative Board **that specifies that to qualify in Scotland to test to become a "grade electrician" you need a minimum of 4 years and 8000 hours of electrical experience working under the supervision of a master electrician.** Also you will want to get **the statutory language to become and "approved electrician" in Scotland.** I need all of this information by close of business tomorrow **July 31, 2013.** If you are unable to get this done we will shoot for the November 2013 board meeting.

*Dan O'Donnell
Chief, Electrical Division
Bureau of Construction Codes
State of Michigan
Phone- (517) 214-9320
Fax- (517) 241-9308
E-mail- [REDACTED]*

From: Christopher.O'connor [REDACTED]
Sent: Tuesday, July 30, 2013 11:46 AM
To: O'Donnell, Daniel (LARA)
Cc: Christopher.O'connor [REDACTED]
Subject: Chris O'Connor - Application to Sit Electrical Journeyman's Exam for Michigan State

08/14/2013

Hi Dan,

Thank you for making the time clarify what my options are regarding my application to Michigan State Board to sit the Electrical Journeymen's Exam. Attached are all but one of the supporting documents needed for this application. The final piece of my puzzle is the Notarized Letter of Validation - this is currently in the hands of my referee - Mr Thomas Abernethy.

I have e-mail confirmation from Tom that this letter will be notarized by his lawyer before the end of the week. I have included a copy of Tom's Draft Validation for you, pending the Notarized Original. If I am correct Tom has now verified the information lacking from the previous drafts - including the fact I did work for 4 years accruing 8000 hours before my final assessment for my UK Electrical License.

One point I hope you can verify is what's the dead-line for you to be in receipt of all documentation to allow the Board to review the application in August? Also if we can get this to you in time - is there a way I can be "present by phone" for the Board's meeting? I do appreciate your expertise & guidance that my being able to answer questions directly would be of benefit. Unfortunately work schedules severely limit the time I have free from work to attend.

I understand this may well be far from the norm for an application - yet I am also aware you may not receive many applications from British Electricians working over-seas for the US-DoD who are wishing to further their career by obtaining both US & UK Electrical Certification. In fact once I successfully pass (please forgive me if I seem over-confidence - yet I have been studying for over 2 years now) I shall be only the second Electrician in the whole of Afghanistan to have both licenses. I hope you would agree that in itself will be worth a mention within my resume!

After review of this data if you feel there are concerns that still need to be addressed please let me know.

My hope is that there is still a chance my application could go before the Board to hopefully allow me to sit the exam on the 29th of August. However I greatly appreciate your expertise & guidance to ensure my application is a success.

Thank you for your time & patience reviewing my case & I look forward to hearing from you in the near future.

Thank you,

Chris



Chris O'Connor | **FLUOR GOVERNMENT GROUP** | Electrician - New Construction | Kabul Cluster Base,

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-----[attachment "SJIB Apprentice and Adult Training Scheme - Section I update (13 5 13).pdf" deleted by Christopher A O'connor/GV/FD/FluorCorp]

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