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[www.putnamcountyny.gov/consumer-affairs/](http://www.putnamcountyny.gov/consumer-affairs/)



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## Board of Electrical Examiners

### Application Process for Obtaining a Putnam County MASTER ELECTRICIAN License - STEP 1

There are three steps involved in the process of becoming a Master Electrician in Putnam County. **You MUST be a Putnam County Electrical Journeyman prior to taking the Master Electrician exam.**

**First**, the Electrical Board must review your application.

- Complete and sign the enclosed application.
- **MUST** Prove 7.5 years of electrical experience (Provide 8 years of W-2s).
- Resume – See attached list of requirements for the type of electrical work that can be included in your resume.
- Provide a copy of your driver's license. If the address on your license does not match the address on the application include proof of home address (i.e. Utility bill or bank statement).
- Application fee is \$150.

**Second**, once the application has been approved by the Electrical Board, you will receive notification by email regarding how to register for the Master Electrician exam. The exam must be passed with a score of 75 or higher. The testing fee should be paid directly to the test provider.

**Third**, once you have passed the test you are eligible to apply for the Putnam County Master Electrician License. The annual license fee is \$500.

- To maintain your Master Electrician License, you are required to renew yearly.
- You must hold your license for a minimum of one year before being permitted to shelve.
- You must renew or shelve your license annually or you will forfeit your license and will be required to retest.
- As a Putnam County Master Electrician, you are required to adhere to all Putnam County insurance requirements and electrical license laws (Electrical Law is posted on the Putnam County Consumer Affairs website: [www.putnamcountyny.gov/consumer-affairs/](http://www.putnamcountyny.gov/consumer-affairs/)).
- A Putnam County Master Electrician is able to reciprocate with Westchester County

The above process can take between three to six months. Fees are subject to change.

**PLEASE MAIL APPLICATION, SUPPORTING DOCUMENTATION, AND APPLICATION FEE  
MADE PAYABLE TO "COMMISSIONER OF FINANCE" TO:**

Office of Consumer Affairs | Electrical Board  
110 Old Route 6, Building #3  
Carmel, NY 10512



**PUTNAM COUNTY**  
 Office of Consumer Affairs | Electrical Board  
 110 Old Route 6, Building 3  
 Carmel, NY 10512  
<http://www.putnamcountyny.gov/consumer-affairs/>

Joanne Elias, Secretary to the Electrical Board  
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FOR OFFICE USE ONLY	
Fee Paid: _____	Agent/Op #: _____
Check # <input type="checkbox"/> Company <input type="checkbox"/> Personal _____	
<input type="checkbox"/> M.O.   <input type="checkbox"/> Credit Card: _____	
Batch #: _____	
<input type="checkbox"/> Driver's License <input type="checkbox"/> Resume <input type="checkbox"/> Experience	
Application #: _____	
Date Processed: _____	

## Application to Apply for Master Electrician Exam – STEP 1

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

Home Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

Company Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Company Email: \_\_\_\_\_

Where should we mail correspondence that relates to your license?  HOME  COMPANY

Mailing Address (if different from above):

\_\_\_\_\_

Have you ever been convicted of any crime, felony, or misdemeanor?

YES  NO | If yes, include a certified copy of your Certificate of Disposition.

Have you ever had a professional or vocational license suspended, refused, or revoked?

YES  NO | If yes, explain:

\_\_\_\_\_

Please list all municipalities/facilities where you are presently licensed:

\_\_\_\_\_

**NOTE: To qualify for the examination, ALL applicants must comply with section 145-8, D of the Putnam County Electrical License Law.**

### AFFIDAVIT

I certify that the information on this application is true and accurate and understand that any incomplete, inaccurate or false information may cause the registration to be delayed, denied, suspended or revoked. PENALTY FOR FALSIFICATION – Falsification of any statement made herein is an offense punishable by a fine and/or imprisonment.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# Putnam County | Board of Electrical Examiners

## Requirements to Apply to Test for a Putnam County Electrical Journeyman or Master Electrician License

**Provide a RESUME detailing your work experience in residential, commercial and industrial environments. Use the following information as a guide.**

### Where have you installed electrical wiring?

Please list the type of work you have installed in a residential environment:

- Kitchen – new and/or renovation
- Bathroom – new and/or renovation
- New construction (rough-ins) vs. whole house rewiring

### HVAC systems

Please list all types of HVAC equipment you have wired. Please include:

- Split systems – heating and cooling
- Geo systems – heating and cooling
- Hydro - heating and cooling

### Services

Please itemize what types of electrical services – New and/or Upgrades - you have installed and *include voltages, amp and phases*, and whether in residential, commercial and/or industrial environments.

### Panel boxes

How many panel boxes have you installed, and have they been in residential/commercial or industrial environments?

### Generators

Please list the types of generators you have installed and include the size of the installation and whether in a residential/commercial or industrial environment.

- Number of portable generators installed
- Number of standby generators installed
- Indicate if solar portable generator installations

### Motors

Please list the types of motors you have installed. Indicate size, voltage, phase and type of controls.

### Emergency Repair Work

- Have you done any emergency repair work?
- Have you interacted with the utility companies?
- If yes, please describe the type of work.

### Swimming Pools

List the types of swimming pool installations you have completed. Indicate whether above-ground or in-ground pools and/or hot tub installations.

**THE ELECTRICAL BOARD MAY REQUEST THAT YOU ATTEND AN ELECTRICAL BOARD MEETING TO PRESENT THE WORK EXPERIENCE LISTED IN YOUR RESUME.**

# Worksheet to Determine Years of Experience

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Current Master: \_\_\_\_\_ License Number: \_\_\_\_\_

- Check One:      \_\_\_\_\_      Master Electrician Exam (7.5 years' experience required)  
                          \_\_\_\_\_      Electrical Journeyman Exam (5 years' experience required)  
                          \_\_\_\_\_      Low Voltage/Data Comm. Exam (4 years' experience required)

Please complete the following table.

Dates of Employment	Employer Name Job Title	Full Time or Part Time	Residential (R) Commercial (C) or Industrial experience (I)	Salary Amount
From: To: Total years / months _____				
From: To: Total years / months _____				
From: To: Total years / months _____				
From: To: Total years / months _____				
From: To: Total years / months _____				
From: To: Total years / months _____				
From: To: Total years / months _____				