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www.putnamcountyny.gov/consumer-affairs/



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Board of Electrical Examiners

Application Process for Obtaining a Low Voltage / Limited Data Communications Technician License – STEP 1

There are 3 steps involved in the process of becoming a Low Voltage / Limited Data Communications Technician in Putnam County.

FIRST, the Electrical Board must review your application.

- Please complete the application provided and supply a resume detailing your experience (see attached list of Requirements).
- Provide proof of being in business or working as a low voltage / limited data communications technician for at least 4 years (W-2 or Schedule C Tax Forms).
- 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).
- The application fee is \$150.
- Send the completed application along with a check or money order made payable to the *Commissioner of Finance* to:

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

SECOND, once the application has been approved by the Electrical Board, you will receive notification by email regarding how to register to take the Low Voltage / Limited Data Communications Technician exam. The exam must be passed with a score of 75 or higher. The testing fee should be paid directly to the testing provider.

Information for Low Voltage exam preparation can be found at the following link:

<https://www.mikeholt.com//product-category-list.php?id=1#LowVoltageLimitedEnergy>

THIRD, once you have passed the test you are eligible to apply for the Putnam County Low Voltage / Limited Data Communications Technician License. The annual license fee is \$150.

- To maintain your license, you are required to renew it 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 be required to retest.
- If you renew your license, you must adhere to all Putnam County insurance requirements and Putnam County laws.

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

NOTE: This does not include installation of Fire & Burglar Alarm Systems, CCTV and Access Control as that is licensed by the state. Please refer to the NY Department of State, Article 6D.



PUTNAM COUNTY
 Office of Consumer Affairs | 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: _____	

Low Voltage / Limited Data Communications Technician Application – STEP 1

Applicant 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:

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 Low Voltage and Limited Data Communications Technician License

Provide a resume describing the types of low voltage / limited data communications installations you have implemented, such as:

- Installation wiring for 8 ohm speakers
- Installation wiring for 70 volt speakers
- Installation wiring for Data Systems, Data Outlets, Racks and Access Points
- Installation of TVI Camera Systems and Wiring
- Installation of IP Camera Systems and Wiring with POE (Power Over Ethernet)
- Installation of NEST Equipment – Thermostats, Cameras, Ring Doorbells
- The pre-wiring of commercial or residential buildings for data, sound, voice.
- Installation of WiFi access phone
- Termination and testing data wiring, data outlets, access points and IP cameras
- Installations of outdoor LED lighting
- Fiber installation

The Electrical Board may request your attendance at the 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 _____				