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(845) 808-1617, ext. 46025

## **BOARD OF ELECTRICAL EXAMINERS**

### **APPLICATION PROCESS FOR OBTAINING MASTER ELECTRICAL LICENSE**

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 TESTING FOR THE MASTER ELECTRICIAN'S LICENSE.**

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

- Please complete the enclosed application form and supply proof of experience.
- Must prove 7.5 years of electrical experience.
- Resume – See attached Requirements page for type of electrical work that can be included in your resume.
- Must provide 8 years of w-2s.
- Must provide proof of residence. Driver's license is acceptable if it includes current address on application. If not, cable/utility bill or any other official documentation with name and address is acceptable.
- Application fee is \$150.

**Second**, if the Electrical Board approves your application, you will be required to take the Master Electrician's test. The testing fee is \$115 + credit card processing fee, paid to the testing provider.

**Third**, if you pass the test, you are eligible to become a Putnam County Licensed Master Electrician.

- There is an annual license fee of \$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 Licensed Master Electrician, you are required to adhere to all Putnam County insurance requirements and electrical license laws (Please contact the Board of Electrical Examiners for a copy of insurance requirements and licensing law).
- 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, Bldg. #3  
Carmel, NY 10512



**COUNTY OF PUTNAM**  
 Office of Consumer Affairs | Electrical Board  
 110 Old Route 6, Bldg. #3  
 Carmel, NY 10512  
 (845) 808-1617  
<http://www.putnamcountyny.gov/consumer-affairs/>

FOR OFFICE USE ONLY	
Fee Amount:	_____
Co. Check #:	_____ Pers. Check #: _____
<input type="checkbox"/> Credit card conf. no:	_____
<input type="checkbox"/> M.O.	_____
Driver's License:	<input type="checkbox"/> Y <input type="checkbox"/> N Resume: <input type="checkbox"/> Y <input type="checkbox"/> N
Bill No.	_____
Batch No.	_____
Application No.	_____
Processed:	_____

**APPLICATION TO APPLY FOR LICENSED MASTER ELECTRICIAN EXAM – STEP ONE**

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

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

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

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

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

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

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

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

Company Phone: \_\_\_\_\_ Co. Email: \_\_\_\_\_

Where should we mail correspondence that relates to your Electrical License? Please circle one: 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 as a Master/Special Electrician:  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE: IN ORDER TO QUALIFY FOR THE EXAMINATION, ALL APPLICANTS MUST COMPLY WITH SECTION 145-8,D OF THE 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: \_\_\_\_\_

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

PLEASE PROVIDE THE FOLLOWING INFORMATION AS A RESUME OF YOUR WORK EXPERIENCE IN RESIDENTIAL, COMMERCIAL AND INDUSTRIAL ENVIRONMENTS.

## 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 and 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

Please list the types of swimming pool installations you have completed indicating whether above-ground or in-the-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.