

CONSUMER PROTECTION / WEIGHTS & MEASURES

50 Sanatorium Road, Building A, 8th Floor
Pomona, New York 10970
Phone: (845) 364-3901 Fax: (845) 364-3902
Email: CPLCAL@co.rockland.ny.us

Kimberly Von Ronn, Esq.
Director and Public Advocate

Dear Applicant:

We are enclosing, for your review, a copy of the Laws of Rockland County relating to Licensing of Master Electricians in the County of Rockland which is currently in effect. Any future addendum will be forwarded.

We are also enclosing a duplicate copy of this letter that is to be signed by you which will indicate that you have reviewed this booklet in order to become familiar with the Laws of Rockland County. Please return this signed copy with your completed application.

Very truly yours,

Vinny Ambrosio
Electrical Inspector
Enclosure

Signature: _____ Date: _____

PRINT TWO COPIES – RETURN ONE WITH APPLICATION

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**APPLICATION FOR MASTER ELECTRICIAN LICENSE
FOR RESIDENTS AND NON- RESIDENTS OF THE STATE OF NEW YORK**

Each application must be **FILLED OUT COMPLETELY** in the appropriate spaces, returned notarized, accompanied by a two hundred fifty dollar (\$250.) non-refundable check or money order made payable to the Rockland County Commissioner of Finance for administration of the examination. A passing grade for the master electrician exam is 75% correct. Each application for a re-test following failure to receive a passing grade on a master electrician examination shall be accompanied by a non-refundable re-test application fee of one hundred twenty-five (\$125.). The license fee for residents of the State of New York shall be four hundred dollars (\$400.) Non-Residents of the State Of New York the license fee shall be five hundred dollars (\$500.) Such a license may be renewed annually on or before the expiration thereof for the period of One (1) year upon payment of an annual fee of four hundred dollars (\$400.00) for residents of the State of New York. (Five hundred dollars (\$500.) for non-residents.)

It will also be necessary to forward two (2) 2” x 2” pictures of the applicant taken within 30 days of the date of the application. If any items are left blank, the application will not be accepted. If an answer to a question is none, please write none.

Each applicant must prove to the satisfaction of the Board before the issuance of a license, that **he will establish a place for the regular transaction of business in Rockland County.**

The applicant must be, at minimum, a high school graduate or equivalent at the time of applying and has satisfactorily completed at least seven and one-half years of practical experience in the installation, alteration and repair of wiring and appliances for electric light, heat and power in or on buildings, for the Public at Large. Only practical experience that has been acquired during the 10 years immediately preceding the date of application shall constitute practical experience sufficient to satisfy the requirements of the Board.

Please refer to Laws of Rockland County Chapter 250 “Rules and Regulations” for alternate credits and how they are computed.

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Each applicant must provide two (2) references that will attest to the applicant's trade experience.

Also, submit approved documentation supporting all your work experience. W2 forms for 7 ½ years and certified Social Security record (Request form SSA-7050-F4), working in the field with the tools with the Public at Large.

The applicant must provide, to the Board, a true High School transcript and diplomas for any higher education degrees being used to compute credits.

Examinations are in writing and **are closed book. Scrap paper, calculators, cell phones and palm pilots are not allowed.**

Each applicant who fails the examination or fails to appear for the examination shall be deemed a failure.

Every failure is entitled to a review of the exam **only by the Board and not by the applicant**, provided they make an appeal within thirty (30) days after taking the exam. Those who fail the examination two or more times must wait a period of six months before being eligible for further examination. Those who pass the examination must submit current Liability, Workers' Compensation, Disability, Corporation Documentation, Affidavits to Judgments and Child Support certificates to the satisfaction of the Board before any license will be issued.

The Secretary of the Board is required to interview each applicant before issuance of a license in order to assure the applicants have complied with all the requirements of the Board.

Date: _____

Signature: _____

Rev. 4-2009

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Questions regarding Master Electrician License
Please call: (845) 364-3904 or (845) 364-3901

Applicant must pass written exam prior to issue of license. Exam is scheduled only **after** application is determined complete.

Application Checklist (06/21)

- Application** – (original, no copies) must be signed in front of a notary public. If any items are left blank, the application will not be accepted
- Child Support Certification** – (original, no copies) must be completed by applicant and signed in front of notary public
- Photograph** –
 - Copy of driver’s license with clear image of photograph
- Photo – Two 2” x 2” pictures of applicant taken within the last 30 days of application**
- Documentation supporting all your work experience working in the field with the Public at Large.**
 - W-2 forms for 7 ½ years out of the last 10 years
 - Certified Social Security record (Request form SSA -7050-F4) for 7 ½ years out of the last 10 years
- Letters of Reference** –
 - Two (2) or more regarding applicant’s trade experience. Signed letters must be in applicant’s name, not company’s, showing type of work performed and time frame
- Official High School transcript**
- Diplomas for any higher education degrees being used to compute credits**
- NON-REFUNDABLE Application Fee:**
 - \$250.00 Check or Money Order mad payable to: R.C. Comm of Finance

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NOTE REGARDING LETTERS OF REFERENCE:

Two reference letters, on business letterhead, are required to accompany all applications. They shall be from former employers, inspectors, or contractors in the trade. These letters must contain the following information: length of time applicant known, relationship to applicant, exact dates employed, employment capacity, duties and business or profession of reference. Such letter shall also indicate what municipal or state licenses you hold, your name, address, telephone, and any other additional information you wish to supply. Letters are accepted from customers provided that verifiable contact information is provided (name/address/phone number/signature) and that they state the time frame of the job; type of work performed by applicant and quality of the work.

EXAMPLES OF SOURCES OF REFERENCES:

- Past employers
- General Contractors for whom you subcontracted
- Architects
- Engineers
- Building Inspectors
- Building supply houses with whom you have/had an account (maximum one)
- Homeowners for whom you have performed work

If the references submitted do not contain sufficient information to determine the extent of your experience, you will be asked to submit additional references. In addition, references from businesses must be signed and on letterhead. References from individuals without letterhead must include their contact information (name/address/phone number) and be signed.

YOUR LICENSE NUMBER MUST BE INCLUDED IN ALL ADVERTISING. SUCH ADVERTISING SHALL INCLUDE NEWSPAPER, RADIO, TV SIGNS, YELLOW PAGES OF THE PHONE BOOK, ESTIMATES, CONTRACTS, ALL COMMERCIAL VEHICLES USED BY THE LICENSEE, ETC.

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**APPLICATION FOR A MASTER ELECTRICIAN'S LICENSE
ROCKLAND COUNTY, NEW YORK**

**(2) 2 in. x 2 in.
Photos taken
Within
Thirty Days**

Applicant shall complete below.

NAME _____ S.S.# _____

HOME STREET ADDRESS _____ Home Tel.# _____

CITY OR P.O. _____ COUNTY _____ STATE _____ ZIP _____

NAME OF BUSINESS _____

BUSINESS STREET ADDRESS _____ Bus. Tel. # _____

CITY OR P.O.. _____ COUNTY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

The following information to be supplied for individual who will hold license or is to be named Supervisor. (The person who will take the test)

Date and place of birth: _____

Are you a citizen of the United States?

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EDUCATION: Have the schools that you attended provide true transcripts of the courses completed, mailed from the school to the Board. This application will not be processed until the Board is in possession of the transcript.

School When Attended When did you graduate Degree

Present employer _____

(If self employed, so state)

Address _____

Exactly what work do you do in your present position _____

How long have you worked for your present employer

(or been in your present position) _____

If your present employer is a firm or corporation, give the name and position of the person connected with the firm or corporation who is your immediate superior and to whom the board may refer for information concerning you. (If you are a principal in your own business, list all other principles.)

Give the name and address of every employer, firm or corporation by whom you have been employed that this Board may refer concerning your experience. Each applicant must provide true signed affidavits from previous employers indicating your experience.

Name of Employer Address Nature of Length of
 Employment Time Employed

(Use additional sheets if necessary and fasten to this sheet firmly).

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When and where did you last apply for an electrical license ? _____

Results : _____

Give the name and address, as well as a description of the work of three (3) electrical Installations performed by you in the last year.

Name of Customer Address Type or Nature Value or
of work Cost

Have you ever been arrested or convicted ? _____

If answer is Yes - please explain

Give the name, address and occupation of two persons, who are not related to you by blood or marriage, to whom this Board may apply for information concerning your trade experience.

Name _____

Address _____

Occupation _____

Name _____

Address _____

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Occupation _____

Are you a member of any trade organization or association? _____

If so, give the name. _____

CERTIFICATE

I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT. I WILL SAVE THE COUNTY OF ROCKLAND AND ITS OFFICIALS HARMLESS FROM ANY LIABILITY FOR INJURY OR DAMAGE TO PERSONS OR PROPERTY FOR THE ISSUANCE OF ANY LICENSES, PERMITS OR PRIVILEGES GRANTED.

DATE _____

(Signature of Applicant)

AFFIDAVIT

COUNTY OF ROCKLAND

STATE OF NEW YORK SS:

_____ **BEING DULY SWORN, DEPOSES AND SAYS:**
THAT HE IS THE APPLICANT ABOVE NAMED AND THAT THE STATEMENTS CONTAINED HEREIN ARE TRUE TO THE BEST OF HIS KNOWLEDGE AND BELIEF.

(Signature of Applicant)

SWORN TO BEFORE ME THIS _____
DAY OF _____ **20** _____

NOTARY PUBLIC, ROCKLAND COUNTY

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AFFIDAVIT AS TO JUDGMENTS

I, _____,

Being duly sworn deposes and says:

1. I make this affidavit on my own behalf.
2. The only unpaid judgments against me are those listed on the attached information sheet.
3. I make this affidavit knowing that the Board of Examiners will investigate the information given.

NOTE: False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

 Signature

STATE OF _____)

COUNTY OF _____)

On the ____ day of _____, 20____, before me personally came _____, who being duly sworn, did depose and say that he/she resides at:

that he/she is the individual described in, and who executed, the foregoing instrument, and acknowledged to me that he/she executed the same.

**SWORN BEFORE ME THIS DATE:
 PUBLIC**

COMM. OF DEEDS - NOTARY

_____ Day of _____ 20____

County _____

No. _____

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INFORMATION SHEET

NAME: _____

*If there are no unpaid judgments, write "NONE". If more space is needed, use additional paper.

Court in which Judgment rendered: _____

Date rendered: _____

Date notice of entry of judgment was received: _____

Is this judgment currently stayed or being appealed? _____

Circumstances on which judgment was based: _____

Court in which Judgment rendered: _____

Date rendered: _____

Date notice of entry of judgment was received: _____

Is this judgment currently stayed or being appealed? _____

Circumstances on which judgment was based: _____

Court in which Judgment rendered: _____

Date rendered: _____

Date notice of entry of judgment was received: _____

Is this judgment currently stayed or being appealed? _____

Circumstances on which judgment was based: _____

Court in which Judgment rendered: _____

Date rendered: _____

Date notice of entry of judgment was received: _____

Is this judgment currently stayed or being appealed? _____

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Certified Social Security Record (Request Form SSA-7050-F4)

Name of Employer:

Length of time employed:

End of Year Salary:

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TO: Licensees & Applicants
RE: Child Support Certification

New York State law (General Obligation Law, Section 3-503) **REQUIRES** this office to gather information to allow the Department of Social Services to determine if applicants for a license issued by this office and those seeking to renew their license are in default of their obligation to pay child support.

Therefore, you must fill out the attached form completely and sign same before a notary. The information you supply will be checked by the Department of Social Services against a nationwide database to confirm that you are not in default on child support obligations.

PLEASE TAKE NOTICE that providing false information may result in criminal charges and, in addition, may result in the denial of your application or renewal of your license.

PLEASE TAKE FURTHER NOTICE that any persons who are four months or more in arrears in child support or who have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding may be subject to suspension of their business, professional, drivers and/or recreational licenses and permits including, but not limited to, licenses issued pursuant to section 11-0713 of the environmental conservation law.

Thank you for your cooperation in this matter.

QUALIFICATIONS OF APPLICANTS FOR LICENSES: - An applicant for license at the time of applying for examination, shall be a high school graduate or equivalent, shall have at least seven and one-half (7-1/2) years of experience for the Public at Large in the installation, alteration and repair of wiring and appliances for electric light, heat and power in or on buildings, under the requirements of the National Fire Protection Association's National Electrical Code or any municipal codes within the United States which equal or exceed the requirements of the National Electrical code. Credit for said seven and one-half (7-1/2) years of experience shall be computed as follows:

A. A high school graduate or equivalent, who is an electrician who has worked at least seven and one-half (7-1/2) years with his tools for the Public at Large on the installation, alteration and repair or wiring and appliances for light, heat and power in or on buildings, under the requirements of the National Fire Protection Association's National Electrical Code or any municipal codes within the United States which equal or exceed the requirements or the National Electrical Code, or

B. A graduate engineer of a college or university who holds a degree of electrical engineering, master engineering or Bachelor of Science in electrical engineering and has in addition worked at least three and one-half (3-1/2) years, or two and one-half (2-1/2) years with his tools for the Public at Large on the installation, alteration and repair or wiring and appliances for electric light, heat and power in or on buildings, under the requirements of the National Fire Protection Association's National Electrical Code or any municipal codes within the United States which equal or exceed the requirements of the national Electrical Code; the period of three and one-half (3-1/2) years, or two and one-half (2-1/2) years, being dependent upon whether such graduate engineer attended the college or university four or five years for the purpose of obtaining his degree, or

C. A high school graduate or equivalent who is a graduate of a vocational, industrial or trade school in electric wiring, installation and design or applied electricity, and has worked at least five and one-half (5-1/2) years with his tools for the Public at Large on the installation, alteration and repair of wiring and appliances for electric light, heat and power in or on buildings, under the requirements of the National Fire Protection Association's National Electrical Code or any municipal codes within the United States which equal or exceed the requirements of the National Electrical Code, or

D. Any person who attended courses in a college or university leading to a degree in electric engineering, mechanical engineering, Bachelor of Science in electrical engineering or mechanical engineering, who passed all subjects in the required courses shall be credited with practical experience equal to fifty percent (50%) of the number of curricula years he has satisfactorily completed which, in no event, however, shall exceed two and one-half (2-1/2) credit of practical experience, the balance of the required seven and one-half (7-1/2) years, i.e., five (5) years of practical experience must have been obtained by working with his tools for the Public at Large on the installation, alteration and repairs of wiring and apparatus for light, heat and power in or on buildings, under the requirements of the National Fire Protection Association's National Electrical Code or any municipal codes within the United States which equal or exceed the requirements of the National Electrical Code, or

E. Any person who attended courses in a recognized vocational, industrial or trade school in electrical wiring, installation and design or applied electricity who has passed all subjects in the required-courses shall be credited with fifty percent (50%) of the number of curricula years that he has satisfactorily completed which, however, in no event, shall exceed two (2) years credit of practical experience, the balance of the required seven and one-half (7-1/2) years, i.e., five and one-half (5-1/2) years of practical experience must have been obtained by working with his tools for the Public at Large on the installation, alteration and repair of wiring for electric light, heat and power in or on buildings, under the requirements of the National Fire Protection Association's National Electrical Code or any municipal codes within the United States which equal or exceed the requirements of the National Electrical Code.

F. It is the affirmative duty of an applicant for license to provide acceptable proof of education, which shall consist of a certified copy of any transcript(s). The board may in its discretion accept or require other or additional proof pertaining to the applicant's education.

G. It is the affirmative duty of any applicant for license to provide acceptable proof of experience, which shall consist of certified detailed earnings information (showing periods of employment or self employment and the names and addresses of employers) provided directly to the board by the Social Security Administration at the applicant's own expense and request pursuant to SSA Form 7050-F4 ("Request for Social Security Earnings Information"), as from time to time revised. The board may in its discretion accept or require other or additional proof pertaining to the applicant's practical experience working with his tools for the Public at Large.

H. Additionally, each applicant must provide two references that will attest to the applicant's trade experience.

I. Master Electrician examinations and Homeowner Permit examinations shall be written and closed book; no notes, scratch or scrap paper, calculators, palm pilots, cell phones, or other such devices or aids may be used during any examination.

J. Any applicant who has failed an examination may, no later than thirty (30) days after receiving notification of such failure, request in writing that the board review and reconsider the examination results; however, no applicant shall have access to any such examination or to the results of such examination or to the manner of or criteria for scoring such examination, nor shall any applicant participate in any way in any requested review or reconsideration process.

K. No applicant who has two or more times failed an examination shall be eligible for a subsequent examination unless six months shall have elapsed between the date of the last failed examination and the date of such subsequent examination.

L. The board shall, upon receipt of notification that any insurance required by this chapter has been cancelled, notify the approved inspection agencies (e.g., Tri-State or the New York Board of Fire Underwriters) that the license is subject to suspension or revocation because the licensee is no longer insured as an electrical contractor.

M. The Master Electrician examination begins at 9:00 a.m. on the day scheduled.

N. The Homeowner Permit examination begins at 8:30 on the day scheduled.

O. Practical Experience: Only practical experience that has been acquired during the ten (10) years immediately preceding an application shall constitute practical experience sufficient to satisfy the requirements of these rules. Only practical experience obtained under the direct supervision of a master electrician licensed in Rockland county, or with respect to practical experience obtained outside Rockland county, only such experience obtained under the direct supervision of a person with comparable qualifications, as determined by the board, shall constitute practical experience sufficient to satisfy the requirements of these rules. Three thousand seven hundred fifty (3750) hours of practical experience accumulated over a period of at least two and one half (2 ½) years constitute two and one half (2 ½) years of practical experience, provided that at least one thousand five hundred (1500) of those hours be accumulated during each of two (2) calendar years; five thousand two hundred fifty (5250) hours accumulated over a period of at least three and one half (3 ½) years constitute three and one half (3 ½) years, provided that at least one thousand five hundred (1500) of those hours be accumulated during each of three (3) calendar years; seven thousand five hundred (7500) hours accumulated over a period of at least five (5) years constitute five (5) years, provided that at least one thousand five hundred (1500) of those hours be accumulated during each of four (4) calendar years; eight thousand two hundred fifty (8250) hours over a period of at least five and one half (5 ½) years constitute five and one half (5 ½) years, provided that at least one thousand five hundred (1500) of those hours be accumulated during each of four (4) calendar years; eleven thousand seven hundred fifty (11750) hours over a period of at least seven and one half (7 ½) years constitute seven and one half (7 ½) years, provided that at least one thousand five hundred (1500) of those hours be accumulated during each of five (5) calendar years.

**FIRE TRAINING CENTER
35 FIREMEN'S MEMORIAL DRIVE
POMONA, NY 10970
(845) 364-8800**

DIRECTIONS:

From Points North using the Palisades Parkway South: Exit parkway at Exit 12, stay Right to Route 45 S, turn right to Pomona Road, turn right to Fireman's Memorial Road to Fire Training Center.

From Westchester: Tappan-Zee Bridge to NY State Thruway to Exit 13N – Palisades Parkway, take to Exit 12, turn left onto Conklin Road, at traffic light turn left to Route 45 S, then right to Pomona Road, Turn right to Firemen's Memorial Road to Fire Training Center.

From Albany and North: NY State Thruway to Exit 13N -Palisades Parkway, take to Exit 12, turn left onto Conklin Road, at traffic light turn left to Route 45 S, then right to Pomona Road, turn right to Fireman's Memorial Road to Fire Training Center.

From points South: using the Palisades Parkway North to Exit 12, turn left onto Conklin Road, at traffic light turn left to Route 45 S, then right to Pomona Road, turn right to Fireman's Memorial Road to Fire Training Center.