



## Board of State Examiners of Electricians Licensure Candidate Information

10/26/2011  
(Updated 03/18/2014)

### Introduction:

This Bulletin details the requirements as well as the process for achieving licensure. Candidates are eligible for the two-part examination when their application and supporting documentation are approved. In order to be approved for examination by the Board of State Examiners of Electricians as a Master or Journeyman Electrician, Systems Contractor or Systems Technician, candidates must have the required apprenticeship experience and education. The Board has contracted with PSI to process applications and to conduct the examinations. Hence there are many references to PSI in this Bulletin.

- **Candidate Information Bulletin (CIB)** shall mean a written Board approved Policy and Procedure detailing the requirements as well as the process for achieving licensure.
- These are **NOT** the official versions of the Massachusetts General Laws (MGL) or the Code of Massachusetts Regulations (CMR). While reasonable efforts have been made to assure the accuracy of the data provided, do not rely on this information without first checking an official edition of the MGL or CMR. If you are in need of legal advice or counsel, consult a lawyer. Official copies may be obtained from the [State Bookstore](#).

### Frequently Asked Questions and Answers:

1. Where are the examinations given? See Part I- Preparing for Examination.
2. Who is responsible for documenting my apprenticeship hours? Part II - Apprentice Work Experience.
3. What types of examinations are given? What will I be tested on? See Preparing for examination and Examinations.
4. Are there special testing accommodations for candidates with disabilities? See Part II - Americans with Disabilities Act.
5. What is the examination process? What are the fees for the examinations? See Examination Process and Fees Part VI.

6. What is the passing score for each part of the two-part examination? See Part V- Examinations.
7. What materials are allowed in the examinations? Part IV - Items allowed/ used as an aid during an examination.
8. Will I be penalized for tabbing, highlighting, underlining or handwritten notes in books? See Part IV - Items allowed/used as an aid during an examination.
9. When will I be notified that I have passed or failed an examination? See Part V - Scores.
10. How can I get help on
  - **Reviewing Questions:** See Part I - Request for Review of Questions
  - **Making an Appeal:** See Part I - Examination Appeal
  - **Reviewing Scores:** See Part I - Review of Examination Score
  - **Refunds and Penalties:** See Part IV-
11. When am I considered licensed to work in the business of electrical and or security and fire alarms? You are considered licensed to install for hire when:
  - You have received notice of a passing score on each part of your examination and;
  - You have in your possession a printed, photo license issued from the Board or a temporary license.
12. When will the examinations be based on NEW code editions or amendments?
  - New exam items may be added to the examinations, to reflect the adoption of a current Code, or adoption of other related Regulations or laws seven months from the enforcing date of such Code, Regulation or Law.
  - If you are testing in several months, check for updated versions of this bulletin that might reflect examination changes.
13. Are there any additional requirements to install security alarm systems? **YES!** Anyone who installs Security Alarm systems is required to obtain a **Security Clearance Certificate (S-License)** from the Department of Public Safety in addition to being licensed. Applications may be obtained online at [www.mass.gov](http://www.mass.gov) or the Department of Public Safety:

**Department of Public Safety**  
1 Ashburton Place, Room 1301  
Boston MA 02108  
(617) 727-3200

## Preparing for an Examination

### Part I.

#### General:

The examinations are administered at the PSI examination centers listed below:

#### **Auburn**

48 Sword St, Unit 204  
Auburn, MA 01501

Going South on Southbridge ST/MA-12, turn right on Sword St.

#### **Boston**

56 Roland St., Suite 305  
Washington Crossing  
Charlestown, MA 02129

From North: Take I-93 South. Exit 28 - Boston/Sullivan Sq./Charlestown. Merge into Mystic Ave. Take I-93S Ramp to Boston/Sullivan Sq./Charlestown (take ramp do not get on highway). Make slight left turn on to Maffa Way. Make slight right turn on to Cambridge Street. At first traffic light, make left on to Carter Street. Turn right on to Roland Street. End at 56 Roland. Enter through North lobby. **DO NOT PARK IN THE BUILDING'S PARKING LOT.**

From South: Take I-93 North. Exit 28 - Rt 99/Sullivan Sq./Somerville. Make left on to Cambridge St. At first traffic light, make left on to Carter Street. Turn right on to Roland Street. End at 56 Roland Street (Building on left, Parking lot on right). Enter through North lobby. **DO NOT PARK IN THE BUILDING'S PARKING LOT.**

Site is also accessible by Public Transportation to Sullivan Square. The Orange Line and many buses stop here. Walking from Sullivan Station: Make a right on to Cambridge Street. About 1/4 mile on the left is Carter Street (will pass a Dunkin Donuts and Hess Gas station on left). Turn right on Roland St. Enter through North Lobby.

#### **Fall River**

218 South Main St, Suite 105  
Fall River, MA 02721

From the North take Rte. 24S to 79S. Take Route 138S Exit. Bear right off exit. Go left at first traffic light. Take left at the second traffic light (top of hill) onto So Main St. 218 is 2 blocks down on the right. Parking: Go past 218 SO Main to 2nd light. Take right. Take another right at next traffic light. Third St parking Garage is on your right.

From the East 195 West. Take 138 S / Ma 79 S exit 5 toward N Tiverton RI (.3 miles). Follow Route 138 S toward N Tiverton RI (.1 miles). Merge right. Take Broadway Exit. Turn left at 1<sup>st</sup> light on Columbia St. Turn left at 2<sup>nd</sup> light to So Main St. Site is 2 blocks on the right.

#### **Lawrence**

1 Ballard Way, Suite 104  
Lawrence, MA 01843

From the North. Take Rte. I-93 S to Exit 45, River Rd./S. Lawrence. Take the ramp toward River Rd./S Lawrence. Take a slight right onto River Rd. River Road becomes Andover St. Turn right onto Ballard Rd. Turn left onto Ballard Way. There is a sign for N-Tek, Inc. on the right. Turn left into the parking lot marked "Still Water Place, Ballard Way". PSI is located on the left side of the building, and suite 104 is on the first floor on the right.

-or-

Take I-495 S to Rte. 114 W/ Winthrop Ave., Exit 42B, toward South Lawrence. Turn left onto Andover St. (Top Donut is on the corner). Turn left onto Ballard Rd. Take the 1st left. There is a sign for N-Tek, Inc. on the right. Turn left into the parking lot marked "Still Water Place, Ballard Way". PSI is located on the left side of the building, and suite 104 is on the first floor on the right.

From the South. Take I-93 N to Exit 45, River Rd./ S. Lawrence. Take the River Rd. ramp toward River Rd./ S. Lawrence. Turn left on River Rd. River Rd. becomes Andover St. Turn right onto Ballard Rd. Turn left onto Ballard Way. There is a sign for N-Tek, Inc. on the right. Turn left into the parking lot marked "Stillwater Place, Ballard Way". PSI is located on the left side of the building, and suite 104 is on the first floor on the right.

-or-

Take I-495 N toward Lawrence/Haverhill. Take I-93 N, exit 40B toward Concord, NH. Take the River Rd. exit, exit 45, toward S Lawrence. Turn left on River Rd. River Rd. becomes Andover St. Turn right onto Ballard Rd. Turn left onto Ballard Way. There is a sign for N-Tek, Inc. on the right. Turn left into the parking lot marked "Stillwater Place, Ballard Way". PSI is located on the the left side of the building, and suite 104 is on the first floor on the right.

From 114, take 114W/Winthrop Ave., toward South Lawrence. Turn left onto Andover St. (Top Donut is on the corner). Turn left onto Ballard Rd. Take the 1st left. There is a sign for N-Tek, Inc. on the right. Turn left into the parking lot marked "Still Water Place, Ballard Way". PSI is located on the left side of the building, and suite 104 is on the first floor on the right.

#### **Springfield**

1111 Elm Street, Suite 32A  
West Springfield, MA 01089

Going East on Mass Pike (Rt. 90). Take Exit 4 - West Springfield/Holyoke. Turn right on West Springfield/Rt. 5 South. Continue on Rt. 5 approximately two miles. Turn right on Elm St. - immediately after Showcase Cinemas. Office is approximately 1/4 mile on the right.

Going West on Mass Pike (Rt. 90). Take Exit 4 - West Springfield/Holyoke. Follow as above.

Going South on Rt. 91. Take West Springfield/Route 5 Exit. Continue on Rt. 5 for approximately 1/2 mile. Turn right on Elm St. - immediately after Showcase Cinemas. Office is approximately 1/4 mile on the right.

Going North on Rt. 91. Take West Springfield/Route 5 South Exit. Continue on Rt. 5. Follow as above.

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing yourself with the examination process. If you arrive late, you will not be admitted to the examination site and you will forfeit your examination administration fee.



## Part II.

### Type/Class of Licenses:

- Massachusetts requires all applicants to pass an examination for the following categories of licensure: Master Electrician (Class A), Journeyman electrician (Class B), Systems Contractor (Class C) or Systems Technician (Class D) license.

### Taking Consecutive Examinations:

- As a matter of preference, you may choose to sit for both parts of an examination on the same day. Applicants who choose to take both parts will immediately continue onto the second part of the examination. Once you enter a second part of an exam you will not be able to return to the first. You must complete one part of the examination in order to proceed to the next part.

### Separate Examination Dates:

- As a matter of preference, you may choose to sit for only one part of your examination and then return on another date to take the next part of your examination.

## Part III.

### Re-examination:

- Applicants who have failed an examination or part thereof MUST wait a minimum of 24 clock hours to reschedule and sit for an exam.
- Applicants who do not pass both parts of their exam within 12 months from the board's application acceptance date, to pass the part he or she failed otherwise, they will have to resubmit a completed application and take both parts of the examination.
- In no case shall an applicant be allowed to sit for an exam more than three times unless they have complied with the provisions in 237 CMR 14.00 regarding additional education.
- Candidates who have not successfully passed the examination after three attempts shall furnish documentary proof satisfactory to the Board of having successfully completed learning objectives based on any weakness' disclosed on their score report before making an application for reexamination. The required education clock hours shall be determined by selected learning objectives. Such score report and certificate(s) of completion must be submitted with their application request. This requirement may also be met by successfully completing a Board approved examination preparation course or 15 hour continuing education course (if not previously taken).
- Candidates who have not successfully passed the examination after a total of six attempts shall be required to repeat the full number of education hours required for licensure as outlined in 237 CMR 13.00.
- **It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. Mail or call:**

PSI Examination Services  
3210 E Tropicana Ave Attn: MA EL  
Las Vegas, NV 89121  
(800) 733-9267 • Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)

**NOTE 1. :** See Required Renewal of Application Forms Part V (Page 11).

## Part IV.

### Identification of Candidates:

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID or passport), which bears your signature and has your photograph or a complete physical description. The other must have your signature and preprinted legal name. All identification must match the Examination Registration Form and your Registration Confirmation Notice.

*Note: If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

## The Examination Process

### Part I.

#### Eligibility and Examination Registration:

Eligibility for examination is to be determined by the Board of State Examiners and its vendor, PSI.

- When your application has been approved, PSI will email or mail you an **Examination Authorization Notice**, along with information about scheduling your examination.

**NOTE 1. Prior to taking examination:** It is the applicant's responsibility to immediately notify PSI, in writing of any change in information on your previously submitted application.

- If your application is deemed incomplete PSI will return your original application, any additional documentation, and fee to you for completion. Enclosed will be a notice explaining why your application was deemed incomplete. Applications placed on hold or pending Legal will be retained by PSI for one year after which such application will be returned to the applicant.
- Applications approved by the Board shall remain current for a maximum of one year based on the Board's application acceptance date after which time such applications will be deemed expired. However, no application shall be valid after the applicant's education or work experience has expired.
- In situations, where applications have expired, candidates will be required to resubmit a completed application form, work experience form and education form, with appropriate fees before he or she will be allowed to proceed with the examination process.



- Applications received, based on the board application received date (vendor stamp date) within 60 days of the expiration of the applicant's education or work experience shall be returned and the education/work experience shall be deemed expired.

## Part II.

### Americans with Disabilities Act (ADA):

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax it to PSI (702) 932-2666.

## Part III.

### **Admission/Security to the Examination Area:**

The following security procedures will apply during the examination:

- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
  - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
  - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor

a recording device. Proctors will ask to inspect any such items in candidates' pockets.

- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.
- Any individual papers that are not part of a paper-back, ring-binder, spiral binder or loose leaf binder type of book, or part of a multi-paged CMR, MGL, UL, or NFPA document as described in this section MUST be removed prior to entering the examination area. Failure to comply with this may result in disqualification and forfeiture of all fees.

## Part IV.

### Items allowed /used as an aid during an actual exam:

- **Calculator:** only non-programmable, non-printing, silent, battery-operated, non-alphabet keys.
- **Code-Book:** The current, adopted edition of the National Electrical code-book whether paper-back, ring-binder, a spiral binder or loose leaf, tabbed or un-tabbed, that contains highlighted sections and or underlined sections or paragraphs of the original text of said book is allowed in the examination area for examination purposes.
- **Massachusetts State Amendments:** The current, adopted edition of the Massachusetts State Amendments whether a separate document or part of the National Electrical Code book, tabbed or un-tabbed, that contains highlighted sections and or underlined sections or paragraphs of the original text of said document is allowed in the examination area for examination purposes.
- **Massachusetts General Laws:** All Massachusetts General Laws applicable to examination questions whether a separate document or part of the National Electrical Code book, tabbed or un-tabbed, that contains highlighted sections and or underlined sections or paragraphs of the original text of said document is allowed in the examination area for examination purposes.
- **Board Rules and Regulations:** A copy of the Boards Rules and Regulation (237CMR 11.00- 23.00), tabbed or un-



tabbed, that contains highlighted sections and/or underlined sections or paragraphs of the original text of said document is allowed in the examination area for examination purposes.

- **National Fire Alarm Code:** A copy of the National Fire Alarm Code (NFPA-72) whether paper-back, ring-binder, a spiral binder or loose leaf, tabbed or un-tabbed, that contains highlighted sections and/or underlined sections or paragraphs of the original text of said book is allowed in the examination area for examination purposes.
- **OSHA and Safety and Health Standards; Overtime Compensation Fair Labor Standards Law; Lien Law; Worker Compensation Law; State Unemployment Law; Employer's Tax Guide:** A copy of each of the aforementioned publications - whether in paper-back, ring-binder, spiral binder or loose leaf, tabbed or un-tabbed, that contains highlighted sections and/or underlined sections or paragraphs of the original text of said publication - is allowed in the examination area for examination purposes.
- **Formulas - prior to examination:** written on the blank pages of your codebook.
- **Written notes - prior to examination:** hand-written notes in the margins of the aforementioned reference materials.
- **During the examination:** only writing on the scrap paper that is provided by PSI will be allowed during the exam.

**NOTE 1.** Items not on this list are not allowed in the examination area.

#### Part V.

##### Scores:

Your scores will be based on the number of questions you answered correctly. A passing score is a MINIMUM of 70% on each part See Examinations (pages 6-9). Scores are valid for 12 months. If a candidate does not pass both parts within 12 months their application and exam scores expire and the candidate must retake both parts.

- At the end of the examination all candidates will receive a printed Score Report.
- Veterans as defined in clause forty-three of section seven of chapter four shall be granted a credit of five percent to each part of the examination. DD214 must be submitted with application.

##### Score Report:

- If you did not pass the examination, a Score Report will indicate your overall score and the number of questions answered correctly on each major section of the examination. This information may help you prepare for reexamination.
- This detail is not shown on your Score Report if you received a passing score.
- If for some reason the Score Report can not be printed after you have completed your examination, PSI will mail such report within 10-days of your examination date.

- Such reports are considered public records and shall be maintained by the vendor until the candidate has passed the exam. At which time such reports shall be submitted to the board with the completed application for examination file for each licensee.

## Reviews and Appeals

### Part I.

#### Review of Examination Score:

- An Examination Score report shall be given to candidates, on site, for no additional charge after completing their respective examination or part thereof. Your Examination Score report will state whether you have passed or failed and explain what part(s) of your examination you failed, showing your strengths and weaknesses in content areas. It will also inform you of your right to review the questions that you answered incorrectly on your examination. A request to review examination questions shall be made to PSI **within 30-days from the date of examination.** See *Review of Question in the following section.*

**NOTE 1.** If you need an extra copy of your Examination Score Report - such a request must be made **within 30-days of the date of examination at no cost to you.** After 30-days, you can write to PSI to request a duplicate of your score reports. The fee for a duplicate score report is \$15. *Money Order or cashier's check ONLY.*

**Important:** If an appeal, review of questions or review of score results in a change of score from failing to passing, candidates may be required to update their application to show any changes in information in their initial application. See *Part V Required Renewal of Application Forms on page 11.*

#### Request for Review of Questions:

- Failing candidates will review their examination in a secure environment and may challenge any questions or answers that they feel should be eliminated, changed, or given credit.
- A Request for a Review of Questions shall be made to PSI within 30-days from your examination date or the date you received your score. Failure to make such a request within the time allotted may jeopardize your right to review the examination questions.
- Candidates may register for the examination review via phone, mail or fax. Payment may be made by credit card (VISA, Mastercard, American Express or Discover), company check, cashier's check or money order. Cash and personal checks are not accepted. **The fee for this service is \$80.00.**
- During the review you will be presented with the questions you answered incorrectly and the correct answer to those questions. The purpose of the review is to allow you to self-research the question to determine why the answer you selected was incorrect. If you feel that there is an error in the question, you may comment about the question during the review by writing down comments on the Test Question Review sheet.

- All comments together with a copy of the challenged test questions will be submitted directly to PSI's test development staff for review. PSI will contact you within 20 business days if your status changed from fail to pass, and a new score report will be issued. Most test questions are determined to be correct as presented on the examination, so do NOT wait for a response before preparing for and scheduling for re examination.

You are not permitted to take any notes outside of the review sessions. Please call (800) 733-9267 with any questions.

#### Examination Appeal:

- If after an exam review PSI maintained their failing score and you still disagree with their findings you may file an appeal before the Board. The appeal shall be made in writing to the Board of Electricians within 30-days of the date on your rejection notice from PSI. In your appeal you must state the items/questions that are to be reviewed. Failure to make such a request within the time allotted may jeopardize your right to an appeal.

Mail to:

**Board of State Examiners Examination Appeals**  
 1000 Washington Street Suite 710  
 Boston, Massachusetts 02118-6100  
 (617) 727-9931 • Fax - (617) 727-5012

#### **Part II.**

#### Applications for Examination:

- Applications for examination may be requested from PSI. Such request may be made by phone, fax, mail (postal services). Additionally, all applications may be downloaded, e-mailed as an attachment or printed from the Board's or PSI's web sites:

[www.mass.gov//dpl/boards/el/forms.htm](http://www.mass.gov//dpl/boards/el/forms.htm)

[www.psiexams.com](http://www.psiexams.com)

**PSI Examination Services**

3210 E Tropicana Ave

Las Vegas, NV 89121

(800) 733-9267 • Fax (702) 932-2666

- Completed Application shall mean an application for licensure approved by the Board which consists of all required work experience forms, a certificate of completion of education, and all required fees.
- Applications approved by the Board shall remain current for a maximum of 12 months based on the Board's application acceptance date after which time such applications will be deemed expired. However, no application shall be valid after the applicant's education or work experience has expired.
- Candidates who have failed both or only passed one part of an examination will have 12 months, from the board's application acceptance date, to pass the part he or she failed otherwise, they will have to resubmit a completed application and take both parts of the examination.

- In no case shall an applicant be allowed to sit for an exam more than 3 times unless they have complied with the provisions in 237 CMR 14.00 regarding additional education.
- Candidates who have not successfully passed the examination after 3 attempts shall furnish documentary proof satisfactory to the Board of having successfully completed learning objectives based on any weakness' disclosed on their score report before making an application for reexamination. The required education clock hours shall be determined by selected learning objectives. Such score report and certificate(s) of completion must be submitted with their application request. This requirement may also be met by successfully completing a Board approved examination preparation course or 15 hour continuing education course (if not previously taken).
- Candidates who have not successfully passed the examination after a total of 6 attempts shall be required to repeat the full number of education hours required for licensure as outlined in 237 CMR 13.00. Learning Objectives may be repeated, however, the candidate must furnish documentary proof satisfactory to the Board of having successfully completed learning objectives based on their weakness disclosed on their score report and with the Learning objectives provided in 237 CMR 22.00 before making an application for reexamination. Such score report and certificate(s) of completion must be submitted with their application request.

#### Scheduling:

1. Once applications are approved, candidates are responsible for contacting PSI to schedule an appointment to take the examination. For the fast and convenient test scheduling, PSI recommends candidates schedule their exams online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com) 24 hours a day.
2. Once applications are approved by the Board, approval notices are mailed by PSI to each applicant.
3. To schedule with a PSI registrar, call Monday through Friday, between 9:00 a.m. and 8:00 p.m., Eastern Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00pm ET. PSI will make every effort to schedule the examination site and time that is most convenient for you. Please be prepared to offer alternate examination appointment choices.

#### Apprentice Work Experience:

- Apprentice work experience is the actual hours worked under the direct supervision of a licensed person as covered in the Board's Rules and Regulations (237 CMR 13.00). All Apprentices must have their employer complete a Board approved form (272) herein referenced as an "**Employment Verification Form**". All hours of experience shall be documented on this form including overtime and signed by the responsible person under pains and penalties of perjury.



- It is the apprentice’s responsibility to contact his or her employer, present and past, to acquire the above information. If an employer fails to complete an **“Employment Verification form”** for an apprentice, the Apprentice may file a complaint against the licensee responsible for documenting his hours. However, this should **ONLY** be done after receipt of the Employment Verification Form has been confirmed by his or her employer or agent and; that a reasonable time was allowed for the employer to comply with such request.

➤ An **“Employment Verification Form”** is enclosed with your initial application package. One form per employer.

**Education:**

- A specific form called **“Certificate of School Experience”** forms 222-225 is provided for vocational-technical school attendees. These forms are enclosed with your initial application package and may also be available at vocational-technical schools.

**Part III.**

**Examinations:**

- Examinations are **OPEN BOOK**, computer generated and two part. Examination scores are stand-alone scores, i.e. each part of the examination is independent and you are required to pass both parts of the examination to obtain licensure. Candidates who fail one part of an examination are only required to retake the part of the examination that they failed unless such examination date has expired, in that case applicants are required to resubmit their application and take each part of the examination.

**Experimental Items:**

In addition to the number of questions per examination, a small number of five to ten “experimental” questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

Transformers	1
Low-Voltage Distribution	2
Special Occupancies and Equipment	10
Overcurrent Protection	6
Lighting	2
Alarm Systems	6

**Reference List**

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

**NOTE 1:** New exam items may be added to the examinations, to reflect the adoption of a current Code, or adoption of other related Regulations or laws seven months from the enforcing date of such Code, Regulation or Law.

**NOTE 2:** Examinations will be based upon the then in effect edition of the National Electrical Code, Massachusetts Electrical Code Amendment, standards and NFPA documents after July 1, of that year.

**Only the following references are allowed in the examination center:**

- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, [www.nfpa.org](http://www.nfpa.org)
- NFPA 72 - National Fire Alarm Code - National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, [www.nfpa.org](http://www.nfpa.org)
- Massachusetts Electrical Code, 527 CMR 12.00 State Amendments to NEC Board of Fire Prevention Regulations, [www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm](http://www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm)

**Additional Examination questions may be derived from the following reference materials. Please note these reference materials are not allowed in the Examination center.**

- Ugly's Electrical References*, George V. Hart, 2008, 2011, or 2014 edition, Jones and Bartlett, (800) 832-0034, <http://www.uglys.net>
- American Electricians’ Handbook*, Croft, Hartwell and Summers, 16th Edition, 2013, McGraw- Hill Education, (800) 262-4729, <http://shop.mcgraw-hill.com>

**Master Electrician, Part 1**

# of Questions	% Required to Pass	Time Allowed
80	70% (56 questions answered correctly)	240 Minutes

**Content Outline**

Subject Area	# of Items
State Specific Electrical Requirements	4
General Knowledge	6
Services	11
Grounding and Bonding	10
Wiring Methods and Devices	15
Motors	7



**Business and Law  
(Master Electrician and Systems Contractor Part II)**

# of Questions	% Required to Pass	Time Allowed
50	70% (35 questions answered correctly)	120 Minutes

**Content Outline**

Subject Area	# of Items
Massachusetts Licensing	16
Estimating and Bidding	4
Lien Law	1
Financial Management	3
Tax Laws	3
Labor Laws	3
Project Management	3
Contracts	6
Business Organization	2
Risk Management	4
Environmental and Safety	5

**Reference List**

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

**Only the following references are allowed in the examination center:**

- *Contractors' Guide to Business, Law and Project Management*, Basic 10<sup>th</sup> or 11<sup>th</sup> Edition, National Association of State Contractors Licensing Agencies (NASCLA), 23309 N. 17th Drive, Phoenix, Arizona 85027, Telephone: (623) 587-9519, Fax: (623) 587-9625, [www.nascla.org](http://www.nascla.org)
- 237 CMR 12 - 23 Rules and Regulations of the Board of State Examiners of Electricians, State House Book Store, Rm 116, Boston, MA 02133, (617) 727-2834, [www.mass.gov/dpl/boards/el/cmr.htm](http://www.mass.gov/dpl/boards/el/cmr.htm)
- General Laws of Massachusetts, MGL Chapter 141, Supervision of Electricians, [www.mass.gov/legis/laws/mgl/gl-141-toc.htm](http://www.mass.gov/legis/laws/mgl/gl-141-toc.htm)
- Massachusetts Inspection of Buildings, Inspection and Regulation of, and Licenses for, Buildings, Elevators and Cinematographs, MGL Chapter 143 Sections 3L, 3P and 50, [www.mass.gov/legis/laws/mgl/gl-143-toc.htm](http://www.mass.gov/legis/laws/mgl/gl-143-toc.htm)
- Massachusetts Lien Law, Liens on Buildings and Land, 2003, MGL Chapter 254 Sections 1, 2, 2A, 2B, 4, 5, 8, 11, 13, 15A, 22 and 26, [www.mass.gov/legis/laws/mgl/gl-54-toc.htm](http://www.mass.gov/legis/laws/mgl/gl-54-toc.htm)
- Massachusetts Overtime or Minimum Wage Law, MGL Chapter 151, Minimum Fair Wages, Sections 1, 1A, 1B, 2, 3, 9, 10, 11, 15, 16, 17, 19, 20, 20A and 21, [www.mass.gov/legis/laws/mgl/gl-151-toc.htm](http://www.mass.gov/legis/laws/mgl/gl-151-toc.htm)

- Massachusetts Workers' Compensation law, MGL Chapter 152 Sections 6, 21, 22, 25A, 25C, 26, 27, 27A, 28, 66, 67, 75A and 75B, [www.mass.gov/legis/laws/mgl/gl-152-toc.htm](http://www.mass.gov/legis/laws/mgl/gl-152-toc.htm)
- Massachusetts State Unemployment Law, Simplifying the Employment and Training Law: A Guide for Employers, <http://www.mass.gov/lwd/docs/dua/business/employer-handbook.pdf>
- Code of Federal Regulations - 29 CFR Part 1926 (OSHA), with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or [www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1](http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1)  
**OR**  
Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088, [www.psionlinestore.com](http://www.psionlinestore.com) (See order form at the end of the Candidate Information Bulletin.)

**Journeyman Electrician, Part 1**

# of Questions	% Required to Pass	Time Allowed
70	70% (49 questions answered correctly)	180 Minutes

**Content Outline**

Subject Area	# of Items
General Knowledge	8
Services	11
Grounding and Bonding	7
Wiring Methods and Devices	18
Motors	4
Transformers	1
Low-Voltage Distribution	2
Special Occupancies and Equipment	5
Overcurrent Protection	6
Lighting	2
Alarm Systems	6

**Reference List**

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

**NOTE 1:** Examinations will be based upon the then in effect edition of the National Electrical Code, Massachusetts Electrical Code Amendment, standards and NFPA documents after July 1, of that year.

**Only the following references are allowed in the examination center:**



- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- NFPA 72 - National Fire Alarm Code - National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)

### Journeyman Electrician, Part II, Applied portion

# of Questions	% Required to Pass	Time Allowed
30	70% (21 questions answered correctly)	60 Minutes

#### Content Outline

Subject Area	# of Items
Circuit Calculations (Ohm's Law)	5
Electrical Schematics and Plans	5
Materials and Components	6
Troubleshooting and Testing	6
Massachusetts Amendments	6
Licensing Laws and Regulations	2

#### Reference List

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

**NOTE 1:** New exam items may be added to the examinations, to reflect the adoption of a current Code, or adoption of other related Regulations or laws seven months from the enforcing date of such Code, Regulation or Law.

**NOTE 2:** Examinations will be based upon the then in effect edition of the National Electrical Code, Massachusetts Electrical Code Amendment, standards and NFPA documents after July 1, of that year.

**Only the following references are allowed in the examination center:**

- Massachusetts Electrical Code, 527 CMR 12.00 State Amendments to NEC Board of Fire Prevention Regulations, State of Massachusetts General Laws, [www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm](http://www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm)
- 237 CMR 12.00-23.00 - Rules and Regulations of the Board of State Examiners of Electricians State House Book Store, Rm 116, Boston, MA 02133, (617) 727-2834, [www.mass.gov/reg/boards/el/cmr.htm](http://www.mass.gov/reg/boards/el/cmr.htm)
- MGL Chapter 141, Supervision of Electricians, [www.mass.gov/legis/laws/mgl/gl-141-toc.htm](http://www.mass.gov/legis/laws/mgl/gl-141-toc.htm)
- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)

**Additional examination questions may be derived from the following reference materials. Please note these reference materials are not allowed in the Examination center.**

- *Ugly's Electrical References*, George V. Hart, 2008, 2011, or 2014 edition, Jones and Bartlett, (800) 832-0034, <http://www.uglys.net>
- *American Electricians' Handbook - 16<sup>th</sup> Edition*, 2013, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, [www.McGraw-hill.com](http://www.McGraw-hill.com)

### Systems Contractor Part I

# of Questions	% Required to Pass	Time Allowed
70	70% (49 questions answered correctly)	180 Minutes

#### Content Outline

Subject Area	# of Items
General Electric and Electronic Theory and Knowledge	9
NEC Alarm Requirements	15
Intrusion Detection and Notification	15
Fire Detection and Notification	31

#### Reference List

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

**NOTE 1:** New exam items may be added to the examinations, to reflect the adoption of a current Code, or adoption of other related Regulations or laws seven months from the enforcing date of such Code, Regulation or Law.

**NOTE 2:** Examinations will be based upon the then in effect edition of the National Electrical Code, Massachusetts Electrical Code Amendment, standards and NFPA documents after July 1, of that year.

**Only the following references are allowed in the examination center:**

- Massachusetts Electrical Code, 527 CMR 12.00 State Amendments to NEC Board of Fire Prevention Regulations, State of Massachusetts General Laws, [www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm](http://www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm)
- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)



- NFPA 72 - National Fire Alarm Code - National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)

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- American Electricians' Handbook - 16<sup>th</sup> Edition, 2013, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, [www.McGraw-hill.com](http://www.McGraw-hill.com)
- Fire Alarm Signaling Systems Handbook, 1994, 2nd edition, Bukowski & O'Laughlin, National Fire Protection Association, , 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- Certified Alarm Technicians Manual Level 1, 2001, National Training School, 8300 Colesville Rd, Suite 750, Silver Spring, MD 20910, 888-702-1687, [www.alarm.org](http://www.alarm.org)
- Understanding and Servicing Alarm Systems - Third Edition
- Butterworth-Heinemann (Reed Publishing), 313 Washington Street, Newton, MA 02158-1626, [www.bh.com](http://www.bh.com)

### Systems Technician Part I

# of Questions	% Required to Pass	Time Allowed
50	70% (35 questions answered correctly)	120 Minutes

#### Content Outline

Subject Area	# of Items
NEC Alarm Requirements	20
Fire Detection and Notification	30

#### Reference List

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

**NOTE 1:** New exam items may be added to the examinations, to reflect the adoption of a current Code, or adoption of other related Regulations or laws seven months from the enforcing date of such Code, Regulation or Law.

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- NFPA 72 - National Fire Alarm Code - National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)

### Systems Technician Part II (Applied)

# of Questions	% Required to Pass	Time Allowed
30	70% (21 questions answered correctly)	60 Minutes

#### Content Outline

Subject Area	# of Items
Circuit Calculations (Ohm's Law)	6
Electrical Schematics and Plans	6
Materials and Components	8
Troubleshooting and Testing	8
Licensing Laws and Regulations	2

#### Reference List

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

**NOTE 1:** New exam items may be added to the examinations, to reflect the adoption of a current Code, or adoption of other related Regulations or laws seven months from the enforcing date of such Code, Regulation or Law.

**NOTE 2:** Examinations will be based upon the then in effect edition of the National Electrical Code, Massachusetts Electrical Code Amendment, standards and NFPA documents after July 1, of that year.

*Only the following references are allowed in the examination center:*

- Massachusetts Electrical Code, 527 CMR 12.00 State Amendments to NEC Board of Fire Prevention Regulations, State of Massachusetts General Laws, [www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm](http://www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm)
- 237 CMR 12.00-23.00 - Rules and Regulations of the Board of State Examiners of Electricians, State House Book Store, Rm 116, Boston, MA 02133, (617) 727-2834, [www.mass.gov/dpl/boards/el/cmr.htm](http://www.mass.gov/dpl/boards/el/cmr.htm)
- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- MGL Chapter 141, Supervision of Electricians, [www.mass.gov/legis/laws/mgl/gl-141-toc.htm](http://www.mass.gov/legis/laws/mgl/gl-141-toc.htm)



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- *Ugly's Electrical References*, George V. Hart, 2008, 2011, or 2014 edition, Jones and Bartlett, (800) 832-0034, <http://www.uglys.net>
- *American Electricians' Handbook - 16<sup>th</sup> Edition*, 2013, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, [www.McGraw-hill.com](http://www.McGraw-hill.com)
- *Fire Alarm Signaling Systems Handbook*, 1994, 2nd edition, Bukowski & O'Laughlin, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169, (800) 344-3555, [www.nfpa.org](http://www.nfpa.org)
- *Certified Alarm Technicians Manual Level 1*, 2001, National Training School, 8300 Colesville Rd, Suite 750, Silver Spring, MD 20910, (888)702-1687, [www.alarm.org](http://www.alarm.org)
- *Understanding and Servicing Alarm Systems - Third Edition*, 0-7506-7206-4, Butterworth-Heinemann (Reed Publishing), 313 Washington Street Newton, MA 02158-1626, [www.bh.com](http://www.bh.com)

**Part IV.**

**Penalties and Refund Policies for All Examinations:**

1. **Failure to appear:** Any candidate who fails to appear for an examination shall forfeit ALL fees paid in connection with that examination.
2. **Rescheduling:** You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days before the scheduled examination date.
3. **Illness:** If you are too ill to take an examination on the scheduled date, you may submit a letter from your doctor or hospital substantiating your illness (on their letterhead) or any other documentation that PSI and or the Board could use in determining your illness.
4. **Weather:** In the event of severe weather, PSI reserves the right to cancel any and all scheduled examinations. In such event PSI will attempt to contact each applicant that day via telephone to reschedule your examination at your earliest convenience. If they are unable to contact you at that time, they will send a written notice to reschedule the next business day.

**Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.**

**Part V.**

**Required Renewal of Application Forms:**

- Applications approved by the Board shall remain current for a maximum of one year based on the Board's application acceptance date after which time such applications will be deemed expired. However, no application shall be valid after the applicant's education or work experience has expired.
- In situations, where applications have expired, candidates will be required to resubmit a completed application form, work experience form and education form, with appropriate fees before he or she will be allowed to proceed with the examination process.
- Applications received, based on the board application received date (vendor stamp date) within 60 days of the expiration of the applicant's education or work experience shall be returned and the education/work experience shall be deemed expired.

**Part VI.**

**First Time Candidate Fees:**

Applicants must pay the fee by credit card (VISA, MasterCard, American Express or Discover), company check, cashier's check or money order. Make check or money order payable to PSI. Cash and personal checks are not accepted. Applicants qualifying under the Valor ACT II will not be required to pay PSI the MA License Application Processing Fee.

	*Total PSI Fee Per Candidate	**PSI Application Processing Fee	Examination Administration Fee			***MA License Application Processing Fee
			Trade	Business	Practical	
Master Electrician	\$276	\$75	\$80	\$55		\$66
Journeyman Electrician	\$226	\$60	\$80		\$55	\$31
Systems Contractor	\$276	\$75	\$80	\$55		\$66
Systems Technician	\$226	\$60	\$80		\$55	\$31

\*Fee is a sum of all fees broken down at right

\*\*\*MA License Application Processing Fee is non-refundable.



Applicants qualifying under the Valor ACT II will not be required the MA License Fee to PSI.

<b>MA License Fee*</b>	
Master Electrician	\$155
Journeyman Electrician	\$104
Systems Contractor	\$155
Systems Technician	\$104

\*The MA License Fee is charged to the candidate at the Test Center upon passing the examination. Please be prepared to pay this fee in order to obtain your license. Payment may be made by Visa or MasterCard, money order, company check or cashier's check. Cash and personal checks are not accepted. Please make the money order or check payable to PSI. If you are unable to make payment at the test center, you may mail this payment to PSI (see address below). Please include a note that this is for your MA License Fee and provide your name and social security number.

**Re-exam Candidate Fees:**

Applicants for reexamination must pay the fee by credit card (VISA, Mastercard, American Express or Discover), company check, cashier's check or money order. Make check or money order payable to PSI. Cash and personal checks are not accepted.

	<b>*Total PSI Re-exam Fee Per Candidate</b>	<b>Re-examination Fee</b>		
		<b>Trade</b>	<b>Business</b>	<b>Practical</b>
Master Electrician	\$135	\$80	\$55	
Journeyman Electrician	\$135	\$80		\$55
Systems Contractor	\$135	\$80	\$55	
Systems Technician	\$135	\$80		\$55

\* Fee is a sum of all fees broken down at right. Re-exam fees are non-refundable.



**Commonwealth of Massachusetts**  
**Division of Professional Licensure**

1000 Washington Street Suite 710 • Boston, Massachusetts 02118-6100  
[www.mass.gov/dpl/boards/el](http://www.mass.gov/dpl/boards/el)  
**BOARD OF STATE EXAMINERS OF ELECTRICIANS**

Completed by Vendor/Board

Ex. Date \_\_\_\_\_  
Ex. Result \_\_\_\_\_  
Cert. Date \_\_\_\_\_  
Cert. No. \_\_\_\_\_

**Application for Examination**

Complete and forward this registration form with the applicable examination fee to:  
PSI Examination Services \* ATTN: Examination Registration MA EL  
3210 E Tropicana Ave \* Las Vegas, NV 89121

Applying for	Check One	License no.	Date
Master Electrician exam	<input type="checkbox"/>	Journeyman E/B	Issued: _____
Systems Contractor exam	<input type="checkbox"/>	Technician D	Issued: _____
Journeyman Electrician exam	<input type="checkbox"/>		
Systems Technician exam	<input type="checkbox"/>		

Attach a recent photo

**Please Print or Type. This is an official Document**

Social Security Number (required)*		Date of Birth	Maiden /Other names	
Last Name		First Name	Middle Name	Generation
Residence (street Address)				
City		State	Zip Code	
Day time Phone Number ( ) ( )	Evening Phone Number ( ) ( )	Email Address (Optional)		

\*Pursuant to MGL. c 62C § 47A, the Division of Professional Licensure is required to obtain your Social Security number and forward it to the Department of Revenue. The Department of Revenue will use your Social Security number to ascertain whether you are in compliance with the tax laws of the Commonwealth.

**Your Application may be RETURNED if you fail to answer any of the following questions:**

- Are you applying for renewal of license(s)? Yes  No  (License No) \_\_\_\_\_ Approval code REIN \_\_\_\_\_  
**NOTE: If you have not received an REIN code, you are not approved for reinstatement by exam. You must contact the Board office.**
- Have you ever taken the exam you are applying for? Yes  No  No. of times: \_\_\_\_\_ Last exam date \_\_\_\_\_
- Do you have a high school diploma or equivalency? Yes  No  Specify which: \_\_\_\_\_ Graduation date: \_\_\_\_\_
- Has a licensing/certification board located in the United States or any country or foreign jurisdiction taken any disciplinary action against your license(s)? Yes  No   
If yes, please state the details (use a separate sheet if necessary): \_\_\_\_\_
- Are you the subject of pending disciplinary actions by a licensing/certification board located in the United States or any country or foreign jurisdiction? Yes  No   
If yes, please state the details (use a separate sheet if necessary): \_\_\_\_\_
- Have you ever voluntarily surrendered or resigned a professional license to a licensing/certification board in the United States or any country or foreign jurisdiction? Yes  No   
If yes, please state the details (use a separate sheet if necessary): \_\_\_\_\_

7. Have you ever applied for and been denied a professional license in the United States or any country of foreign jurisdiction?  
 Yes  No   
 If yes, please state the details (use a separate sheet if necessary): \_\_\_\_\_
8. Have you ever admitted to or been convicted of a felony or misdemeanor in the United States or any country or foreign jurisdiction? Yes  No   
 The Board is certified by the Criminal History Systems Board [ID# MAREG G] to access data about convictions and pending criminal cases. Those records—and other Federal and professional records—may be checked as part of your licensing process. No record is an automatic disqualifier; you will be given an opportunity for a limited appearance before the Board.

Current Employer/Company	Employer Address	Starting Date	Employed	
			Years	Months
		/ /		

**Please sign below in acknowledgement of the following statements:**

- I understand that I have the right to review my examination questions and that such request shall be made in writing to PSI within **30-days** of the date of examination
- I understand that if PSI reviewed my examination questions but maintained their failing score and I still disagree with their findings I may file an appeal before the Board
- I understand that I have the right to appeal PSI's decisions and that my appeal shall be made in writing to the Board of State Examiners of Electricians, within **30-days of the date of my rejection notice** from PSI. In my appeal I must state the items/questions that are to be reviewed and failure to make such a request within the time allotted may jeopardize my right to an appeal
- I understand that if I need a copy of the Review of an Examination Score Notice in addition to the one previously given to me, such a request must be made within **30-days of the date of examination**. Any failure to make such a request (documented) within the time allotted may jeopardize my right to review my examination score for a second time
- I understand that applicants who receive a rejection of application notice may file an appeal before the Board. Said appeal must be filed in writing, within **30-days from the date of Rejection of Application Notice** and failure to make such a request within the time allotted may jeopardize my right to an appeal
- I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application for licensure is truthful and accurate. I understand that the failure to provide accurate information may be grounds for the Massachusetts Board of State Examiners of Electricians to deny my right to sit as a candidate or to suspend or revoke a license issued to me in accordance with Massachusetts Law. I further attest that, pursuant to M.G.L.c.62C, s. 49A, to the best of my knowledge and belief, I have filed all Mass tax returns and paid all Mass taxes required by law.

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

**THE FOLLOWING IS TO BE COMPLETED IN THE PRESENCE OF A NOTARY.**

\_\_\_\_\_ being duly sworn says that he/she is the person who is referred to in this application for certificate as licensed Journeyman Electrician, Master Electrician, Systems Technician or Systems Contractor, in the State of Massachusetts; that the statements herein contained are strictly true in every respect and that he/she has complied with all requirements of law.

Sworn to before me this day of \_\_\_\_\_ 20\_\_\_\_\_  
 (Date)

(Seal)/sign \_\_\_\_\_  
 (Person Administering Oath)

\_\_\_\_\_  
 (Signature of Applicant)

\_\_\_\_\_  
 (Commission Expires)

**Please continue on next page.**

If you are attaching a Exam Accommodations Request Form and required documentation, please check here.

Payment may be made by credit card, cashier's check, company check or money order only. Cash and personal checks are not accepted. See page 11 for correct fees.

If paying by credit card, check one:  VISA  MasterCard  American Express  Discover

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Verification No: \_\_\_\_\_

*The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Billing Street Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

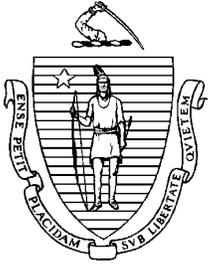
**All fees and completed forms shall be sent to:  
PSI Examination Services Attn: MAEL  
3210 E Tropicana Ave  
Las Vegas, NV 89121**

## Notice of CORI check requirement

If your license application indicates that you checked “Yes” in response to the question regarding the existence of any criminal convictions, the Board will need to review your Criminal Offender Record Information (CORI) before proceeding further with the processing of your application. As noted on your application form the Board is certified by the state’s Criminal History Systems Board to receive from it and review criminal conviction and pending criminal case information.

In order to do so, the Criminal History Systems Board requires that the individual be placed on notice that a CORI check will be performed.

The Board will request and review your criminal record. If it is necessary for you to appear before the Board to answer questions about your CORI data, you will be notified in advance. If it is not necessary for you to appear before the Board after your criminal record is requested and reviewed, the Board will continue processing your application for examination.



Commonwealth of Massachusetts  
**Division of Professional Licensure**

1000 Washington Street Suite 710 • Boston, Massachusetts  
02118-6100

**Board of State Examiners of Electricians**  
**(617)727-9931, [www.mass.gov/dpl/boards/el](http://www.mass.gov/dpl/boards/el)**

## **Instruction Sheet for Application for Examination**

**There are three basic parts to the Electrical application process. The Application, School documentation and Work experience documentation/forms. The process MUST be followed by all candidates making application for an examination. Additional documentation may be required in certain circumstances. Failure to correctly complete this process may result in the return of your application and the loss of your application fee.**

### **Application form**

- Application must be typed or filled out in ink and in the handwriting that is legible.
- Candidates must indicate which examination the application is submitted for.
- If you are making an application for a Master or Systems contractor examination you must enter your journeyman or Systems technician license number and the issue date in the spaces provided on the form.
- If you are making an application for re-exam you must enter previous exams history in the spaces provided.
- Candidates must complete all personal data/information fields on the application for official license record.

Note: Failure to comply with the above requirements will result in your application being returned and may result in the forfeiture of your application fee.

- The next section contains several questions that you must answer. If you fail to answer any of these questions your application will be returned to you and may result in the forfeiture of your application fee.
- The next section deals with your acknowledgement that you have read and understand your rights to your exam report, review examination questions, appeal to the boards' vendor with regards to disputed questions, and an appearance before the board. This section requires your signature with date. If you fail complete this requirement your application will be returned to you and may result in the forfeiture of your application fee.
- The following section is to be completed by you in the presence of a Notary. If you fail complete this requirement your application will be returned to you and may result in the forfeiture of your application fee.

### **School forms**

Certificate of schooling provided by the Board:

- **Form 222** is provided for Journeyman Electrician and Systems Technician applicants who have enrolled in and completed a public vocational school program approved by the Department of Education under M.G.L. c 74 or in a private occupational school programs licensed by the Department of Education under M.G.L. c 93 or in a college/university program. Such educational programs are required to include shop and or cooperative work experience with their related programs.
- **Form 223** is provided for Master Electrician or Systems Contractor applicants who have enrolled in and completed a day time or evening program approved by the Department of Education under M.G.L. c 74 or in a private occupational school programs licensed by the Department of Education under M.G.L. c 93 or in a college/university program. Such educational programs typically do not provide shop or cooperative work experience with their related programs.

- **Form 224** is provided for organizations for their employees or members as described in Section 13 of 237 CMR. Such educational programs may or may not include shop and or cooperative work experience with their related programs but such programs require board approval.
- **Form 225** is provided for schools that offer day time or evening Journeyman Electricians or Systems Technicians programs approved by the Department of Education under M.G.L. c 74 or in a private occupational school program licensed by the Department of Education under M.G.L. c 93 or in a college/university program. Such educational programs typically do not provide shop or cooperative work experience with their related programs.
  - All forms:
    - ✓ must be completed and signed by a school official indicating his or her title.
    - ✓ must include the signature with the license number of the electrical instructor(s) or evening director as applicable.
    - ✓ must include the school seal

**Optional – for schools that provide their own certificates:**

All schools that do not offer shop or cooperative work experience as part of their related programs; including approved evening programs, college courses, employers or organizations for their employees or members are required to provide the board with their certificate of completion such certificates must include the following information.

- Date of completion
- Hours of instruction
- Program provided
- Name of student
- Signature of the evening Director.
- Name of the approved school, college, employer or organization in accordance with 237 CMR 13.

Other schools in which courses are conducted outside of Massachusetts must provide with their application documentation containing detailed supporting information regarding education which is sufficient to allow the Board to conclude that the candidate possesses sufficient other education.

- Candidates who reside outside Massachusetts may obtain credit for the required course from an out-of-state institution.
  1. Such credit shall be considered upon receipt of a written request for approval, accompanied by supporting documentation.

Candidates who hold a license issued by another jurisdiction may request a waiver of the standard requirement based on equivalent education.

- Such request shall be made in writing at the time of application and may be granted by the Board upon review.
- Each such request for waiver shall include a statement certified by the Keeper of Records of the jurisdiction issuing such journeyman license that such license is current and in good standing.
- The Board may request additional information regarding out of state education and work experience In its discretion, the Board may determine that such education and/or experience is not substantially equivalent to the requirements in Massachusetts and may deny credit for part or all of the education and experience submitted.

**Work experience forms**

Employment certification Form **272**, included with the application package, is to be used only by applicants whose electrical or systems work experience can be documented as being supervised by a Massachusetts licensee.

- This form needs to be signed and dated by the apprentice prior to his or her employer/supervisor completing the rest.
- All questions or spaces provided must be completed by the Electrician or Systems Contractor.

Candidates whose work experience does not fall within the specific provisions of 237 CMR 13.01:

- May submit on letterhead from their employer a request that such experience be considered as the equivalent of the specific experience requirement set forth in Board Rules and Regulations.
  - Said written request must contain the following detailed supporting information regarding such work experience which is sufficient to allow the Board to conclude that the candidate possesses sufficient other work experience to meet the specific education requirements of 237 CMR 13.
    - Commencement date of employment
    - Termination date of employment
    - If employment was full time part time
    - Actual hours of employment
    - Name of the supervising licensee and his or her license number
    - Description of work supervised

If applicable and you fail to complete any of the aforementioned requirements your application will be returned to you and may result in the forfeiture of your application fee.

## **HOW TO AVOID HAVING YOUR APPLICATION RETURNED**

The following is a summary of some of the most common problems that cause an application to be RETURNED to the candidate:

### **Application:**

1. Application is NOT legible, NOT complete or NOT accompanied by the proper fees:
  - No picture was attached
  - No indication of which exam the application is for
  - No license number included when applying for higher class of licensure.

Explanation: In accordance with Board Rules and Regulation Section 14.01: Applications, which are not complete, not legible, or are not accompanied by the required fee(s) shall not be accepted and shall be returned to the applicant.

### **School Form:**

- Candidate did not include a school certificate form with their application
- Candidate submitted an incomplete School certificate form
  - Notary missing
  - Back of school form missing or incomplete
- Candidate submitted and completed the wrong school certificate form with their application
  - Submitted master schooling using Journeyman/Technician education certificate form.
- Certificate of completion of education did not include one or more of the following
  - Date of completion
  - Hours of instruction
  - Program provided
  - Name of student
  - Signature of the evening Director.
  - Name of the approved school, college, employer or organization in accordance with Section 13 of 237 CMR

Explanation: Under the board's policy and procedures, applications, which do not include an approved education form; or a candidate whose education is submitted on the wrong form; or the education information is missing or does not meet the minimum required hours such form with the application shall not be accepted. Section 9 of the

general laws of Massachusetts governs electricians and requires candidates to submit in writing an application for an electrician's license as to his experience or other qualifications.

Section 13 of 237 CMR sets the minimum education requirements as eligibility criteria for candidates to sit for examination, while Section 22 of 237 CMR provides the minimum hours of education by learning objective as a prerequisite to sit for such examination.

### **Work experience forms**

- Candidate did not include an Employment certification form
- Candidate documented their work experience incorrectly
- Incomplete
  - Dates missing
  - Job description blank
  - Wrong form

Explanation: Under the board's policy and procedures, applications, which do not include an approved work experience form with their application; or a candidate whose work experience is submitted on the wrong form; or the work experience information is incomplete or does not meet the minimum hours of supervised work experience with the application shall not be accepted. Section 9 of the general laws of Massachusetts governs electricians and requires candidates to submit in writing an application for an electrician's license as to his experience or other qualifications. While Section 13 of 237 CMR sets the minimum work requirements as eligibility criteria for candidates to sit for examination.

Please be aware that when your application arrives at PSI, it is reviewed as quickly as possible, usually in a matter of days or weeks. We cannot wait for missing documentation. Your application will be RETURNED if it is missing documentation, which will create an unnecessary delay. The application approval process may take up to 90 days.

**It is in your best interests to make sure that your application is ready for approval on FIRST review.**

The Commonwealth of Massachusetts  
**State Examiners of Electricians**  
1000 Washington Street Suite 710 • Boston, Massachusetts 02118-6100

**EMPLOYMENT CERTIFICATION (form 272)**

To the State Examiners of Electricians: In connection with my application for examination for a journeyman electrician/ Systems technician license, I submit the following certificate to vouch for my statements as to my experience.

\_\_\_\_\_  
(Signature of Applicant) (Date) (Address)

The following information is to be filled out by a licensed electrician. (Please Print)

To the State Examiners of Electricians: Subject to the penalties set forth in Section 5 of Chapter 141 of the General Laws of Massachusetts, I hereby subscribe to and vouch for the statement made by

\_\_\_\_\_  
(Name of Applicant) (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
(Telephone Number)

in his application for examination for a Journeyman electrician/Systems technician license, that he was employed by

\_\_\_\_\_  
(Name of Employer) (Address of Employer)

from \_\_\_\_/\_\_\_\_/19\_\_ to \_\_\_\_/\_\_\_\_/19\_\_  
(Date of Employment) (Date of this certificate or of termination) (Separate sheets must be completed for each date range)

in the capacity of \_\_\_\_\_  
(Electrician/ Technician Apprentice, or other Rating please specify)

and that this employment amounted to a total accumulated time of \_\_\_\_\_ years and \_\_\_\_\_ months or \_\_\_\_\_ hours

Such employment consisted of installing \_\_\_\_\_  
(Describe nature of work in detail)  
on a (check one) full time \_\_\_\_\_ part time \_\_\_\_\_ basis and \_\_\_\_\_% consisted of work for which a license is required by law, and was performed under the direct personal supervision of a licensed journeyman/systems technician.

(If work was "part-time" explain in detail on the reverse side of this sheet listing all positions held by the applicant within the dates stated above including names, addresses and dates.)

Required: Can you produce payroll records for this person? Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
(Name of Applicant's Employer) (Signature of Licensed Professional)

Required: Responsible supervising License holder \_\_\_\_\_ Journeyman/Technician License No \_\_\_\_\_  
(If there are multiple supervisors over the period indicated please provide separate documentation with names and dates)

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Telephone Number

Master/Systems Contractor license holder \_\_\_\_\_ License no. \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Telephone Number

**GENERAL LAWS, TER. ED. CHAPTER 141**

Section 9. Any person applying for a journeyman/technician license and making any misstatement as to his experience or other qualifications, or any person, firm or corporation subscribing to or vouching for any such misstatement, shall be subject to the penalties set forth in Section 5. (A fine of not less than ten or more than one hundred. Subsequent offenses. A fine of \$50 to \$500 or imprisonment for six months or both.)



To place an order for one or more of the following items listed, you may:

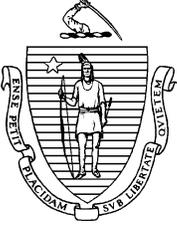
➤ Call the PSI Online store toll-free at (866) 589-3088

Or

➤ Go to [www.pSIONlinestore.com](http://www.pSIONlinestore.com)

<input type="checkbox"/>	CERTIFICATE OF ACHIEVEMENT (You must have passed the exam before ordering the certificate) Certificate of Achievement suitable for framing.	
<input type="checkbox"/>	29 CFR Part 1926 Selections	
<input type="checkbox"/>	NFPA 72 - National Fire Alarm Code	
<input type="checkbox"/>	Ugly's Electrical References	
<input type="checkbox"/>	American Electricians' Handbook	
<input type="checkbox"/>	Fire Alarm Signaling Systems Handbook	
<input type="checkbox"/>	Contractors' Guide to Business, Law and Project Management- Basic Edition	

*Please note: Inventory and pricing subject to change without notice.*



The Commonwealth of Massachusetts  
**Division of Professional Licensure**  
 1000 Washington Street Suite 710 • Boston, Massachusetts 02118-6100  
 www.mass.gov/dpl/boards/el

**Board of State Examiners of Electricians**  
**(617)727-9931**

**FORM 224**

**CERTIFICATE OF SCHOOL EXPERIENCE**

**TO BE USED BY IN-STATE APPROVED ORGANIZATIONS or EMPLOYERS  
 FOR THEIR MEMBERS OR EMPLOYEES**

*Under the provisions of 237 CMR Rules and Regulations Section 13.00: Eligibility Criteria for Initial Licensure Courses conducted by an organization for its employees or members at no cost as described in 237 CMR Section 22.*

I submit the following certificate of experience, which I obtained while attending school. (Candidates MUST have the school complete this form in its entirety before signing in the space provided below.)

\_\_\_\_\_  
 Name of Applicant - Type or Print your name

\_\_\_\_\_  
 Signature of Applicant

**THE FOLLOWING IS TO BE COMPLETED BY BOARD APPROVED OFFICIALS**

Subject to the penalties set forth in Section 5 of chapter 141 of the General Laws, I subscribe to and vouch for the statement made by

\_\_\_\_\_  
 Name of Applicant - Type or Print

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 SSN last four digits

In the application for examination for a \_\_\_\_\_ license the student named above did complete classroom instruction at \_\_\_\_\_  
 (Journeyman or Systems Technician)

\_\_\_\_\_  
 Name of Organization - Type or Print

describe course of study– security/fire/light heat of power with hours successfully completed

From \_\_\_\_\_ 20\_\_\_\_\_  
 Date of Enrollment of course

To \_\_\_\_\_ 20\_\_\_\_\_  
 Date of Completion of course

**IN STATE-APPROVED ELECTRICAL PROGRAM ONLY**





The student successfully completed \_\_\_\_\_ hours of related classroom instruction.

The student successfully completed \_\_\_\_\_ hours of cooperative work experience under the direct supervision of a licensed electrician/systems technician performing the work described in Section 1 of Chapter 141 of the Mass General Laws and pursuant to the provision of Section 8.

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Name of company \_\_\_\_\_

From \_\_\_\_\_ 20 \_\_\_\_\_ To \_\_\_\_\_ 20 \_\_\_\_\_

Date of employment Date of termination

---

Name of company \_\_\_\_\_

From \_\_\_\_\_ 20 \_\_\_\_\_ To \_\_\_\_\_ 20 \_\_\_\_\_

Date of employment Date of termination

**IN STATE-APPROVED ELECTRICAL PROGRAM ONLY**

---

**Name of Designated School Official - Type or Print** **Title**

---

**Signature of Designated School Official** **Date**

---

**Name of School Designated Licensed Instructor**

---

**Instructor's Electrical/Systems Licensed Number** **Education Approval Number**

---

**Signature of School Designated Licensed Electrical Instructor**

**IMPRINT SCHOOL SEAL HERE**





## EXAM ACCOMMODATIONS REQUEST FORM

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

### Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date \_\_\_\_\_ Social Security or ID#: \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last Name First Name

Address: \_\_\_\_\_  
Street City, State, Zip Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Work

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

### Check any special arrangements you require (requests must concur with documentation submitted):

- |   |  |
|---|--|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended time<br>(Additional time requested: _____) |
| <input type="checkbox"/> Large-print written examination  | <input type="checkbox"/> Other _____   |

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to [examaccommodations@psionline.com](mailto:examaccommodations@psionline.com).
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step. PSI Exam Accommodations will call you back to schedule the examination within 48 hours.

**DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.**

PSI  
3210 E Tropicana  
Las Vegas, NV 89121