







Commonwealth of Massachusetts  
**Division of Professional Licensure**  
BOARD OF STATE EXAMINERS OF ELECTRICIANS  
1000 Washington Street Suite 710 • Boston, MA 02118-6100  
www.mass.gov/dpl/boards/el  
**(617)727-9931**

**Instruction Sheet**

**Master or Systems Contractor Company, Corporation, LLC license certificate**

**\* Be advised that Limited Liability Companies, Partnerships or other company structures may require submittal of a variation or similar item in documentation.**

1. Application must be filled out in ink and in the handwriting of the qualifying officer, must be legible and each question must be answered completely.
2. \*Clerk's certificate on the back side of application must be filled out by the clerk of the corporation showing the names and addresses of all officers of the corporation. (Licensee must be an officer of the company)
3. A copy of the corporation Articles of Organization Stamped by the Secretary of State's office shall be submitted together with the application in all instances.
4. \*A copy of a Foreign Certificate (if an out of State Corporation) as filed with the Secretary of the Commonwealth of Massachusetts shall be submitted together with the application. (Stamped copy as being deposited with the Secretary of State's office.)
5. \*A copy of a change in the corporation's Corporate Officers as filed with the Secretary of the Commonwealth of Massachusetts shall accompany the application if a new qualifying officer is being substituted in place of the previous qualifying officer. (Stamped copy as being deposited with the Secretary of State's Office)
6. The Articles of Organization as filed with the Secretary of the Commonwealth shall state that the corporation is "incorporated to conduct or engage in the electrical contracting and installation work, including but not limited to Alarm Systems" (For Electrical Companies). Or "incorporated to conduct or engage in the Fire Warning and Security Systems installation work" (For strictly Alarm companies). If not, an amendment to the Articles of Organization shall be filed with Secretary of the Commonwealth of Massachusetts and a copy shall accompany the original Articles of Organization.
7. The Qualifying officer of the corporation shall submit a letter addressing the Board requesting that the Board grant the corporation a license on the basis of a previous examination he or she has passed.
8. A fee of \$233.00 made payable to the Commonwealth of Massachusetts shall accompany the application (Do not send cash)
9. The Master or Systems Contractor original and current wallet license of the qualifying officer shall be surrendered with the application. In the case of a lost or stolen license a sworn affidavit statement must be submitted in place.
10. **Limited Liability Corporation** – Proof of minimum insurance coverage (\$50,000.00) or more multiplied by the number of individual licensees employed by or who are officers of the LLC or in aggregate of one-hundred fifty thousand dollars (\$150,000.00) or more multiplied by the number of individual licensees employed by or who are officers of the LLC by deposit in trust or in bank escrow of cash, bank certificates of deposit, or United States Treasury obligations; or a bank letter of credit or insurance company bond.

- An LLC or LLP must notify the Board within five (5) business days if its insurance coverage is cancelled or otherwise interrupted.

### **Master or Systems Contractor Partnership license certificate**

1. Qualifying officer of the partnership shall submit a letter addressing the Board requesting that the Board grant the partnership a license on the basis of a previous examination he or she has passed.
2. A fee of \$233.00 made payable to the Commonwealth of Massachusetts or the Board of State Examiners of Electricians shall accompany the application (Do not send cash)
3. The original (8x11) certificate (if one was never issued state so) shall be surrendered with the application
4. The pocket wallet license of the qualifying license shall be surrendered to the Board Office with the application.
5. **Limited Liability Partnership** - Proof of minimum insurance coverage (\$50,000.00) or more multiplied by the number of individual licensees employed by or who are partners of the LLP or in aggregate of one-hundred fifty thousand dollars (\$150,000.00) or more multiplied by the number of individual licensees employed by or who are partners of the LLP by deposit in trust or in bank escrow of cash, bank certificates of deposit, or United States Treasury obligations; or a bank letter of credit or insurance company bond.
  - An LLC or LLP must notify the Board within five (5) business days if its insurance coverage is cancelled or otherwise interrupted.

### **Individual Master or Systems Contractor/removal of Company**

1. A copy of the letter of resignation or termination shall be submitted with the individual application by the qualifying officer notifying the Board as to the date the said officer withdrew from the corporation.
2. For a partnership the qualifying officer of the partnership must send a letter with the application to the Board stating the date the partnership dissolved signed by all partners.
3. Qualifying officer shall submit a copy of the dissolution papers as stamped by the Secretary of the Commonwealth of Massachusetts as the owner of the company.
4. Licensee shall write a letter requesting the Board to grant an individual Master or Systems Contractor license certificate on the basis of a previous examination he or she has passed.
5. An issuing fee of \$233.00 made payable to the Commonwealth of Massachusetts shall accompany the application. (Do not send cash)
6. The original and current wallet licenses of the corporation or partnership shall be surrendered to the Board with the application.

**The Board meets every fourth Monday of the Month. Applications must be in the Board office at least two weeks prior to the Board meeting date. Any applications not in compliance with the instructions stated, will be returned or may be held pending receipt of all proper documentation.**