Examination Candidate Information Bulletin (CIB)

Introduction:
This Bulletin provides information on 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, candidates must have the required work requirement and education. The Board has contracted with PSI to process applications, field any questions on applications, notify candidates and conduct examinations. Hence PSI will always have the most up-to-date information on applications and exams.

- Applicants may seek counsel at any time during the application process.
- The Exam Candidate Information Bulletin is written by the Board and includes the Board’s Policies and Procedure as regards the exam process to achieve licensure.
- References to the Massachusetts General Laws (MGL) or the Code of Massachusetts Regulations (CMR) may be excerpted or paraphrased - for the accurate quotes please see the official versions. An exact version is available on the Board’s website. Original copies of the CMRs may be obtained from the State Bookstore located:
  State House, Room 116
  Boston, MA 02133
  (617) 727-2834
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QUICK REFERENCE QUESTIONS:

1. Where do I send my application?
   PSI Examination Services
   3210 E Tropicana Ave
   Las Vegas, NV  89121
   (800) 733-9267  •  Fax (702) 932-2666
   Applications are not processed at the Board. Receipt of your application begins with the stamped date of the exam vendor at the address above.

2. How often are exams given? Exams are scheduled daily at the various test sites. See the section on Exam Preparation for a list of the sites available.

3. What is the average wait time for my application to be reviewed and/or approved? The application review process can take between 30 - 90 days depending on the volume of applicants at any given time as well as whether you have any preexisting circumstances that may slow down review of your application such as a police record or credentials from out of state or country.

4. Where are the test sites? Auburn, Boston, Fall River, Lawrence, Springfield.

5. Who is responsible for signing my work form? The company representative may sign or in the case of a sole proprietor the immediate supervising licensee. In either case the Journeyman who supervised such work must be indicated with his/her license number.

6. When I pass my exam, when will I get my license? Licenses should be paid for in advance or on the day you pass the exam then your license will be printed and handed to you. If you do cannot pay for the license at the test site, you should arrange with PSI on how you can pay for and obtain your license at a later date.

7. What types of examinations are given? What will I be tested on? See - Preparing for an Examination and The Examinations Process.

8. Are there special testing accommodations for candidates with disabilities? See - The Examinations Process Part II - Americans with Disabilities Act.

9. What is the passing score for each part of the two-part examination? See - The Examination Process Part V - Examinations.

10. What materials are allowed in the examinations? The Examination Process Part IV - Items allowed/used as an aid during an examination.

11. Am I allowed to have tabbing, highlighting, underlining or handwritten notes in books? Underlining and highlighting of the original text is allowed but handwritten notes would not be admissible. See - The Examination Process Part IV - Items allowed/used as an aid during an examination.

12. Will I find out whether I have passed or failed an examination the same day? Yes, if you passed the entire exam and already paid the license fee you will be issued a license the same day.

13. How do I
   • Review my exam Questions?
   • Review and/or Appeal my exam score? See Reviews and Appeals Part I

14. What is the refund policy or penalties? See Reviews and Appeals Part IV

15. When am I considered licensed to work in the business of electrical and or security and fire alarms? You are considered licensed to install electrical 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.
   • Security Systems Installers please read question number 13 below.

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 systems? YES! Anyone who installs Security systems is required to obtain a Security Clearance Certificate (S-License) from the Department of Public Safety in addition to being licensed by the Board. Applications may be obtained online at: www.mass.gov/dps or at:

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

   www.psireams.com
Applications for Examination:

- Applications for examination are included in this Bulletin. Additional forms may be downloaded from the MA website or PSI exam website:

www.mass.gov/dpl/boards/el/forms
www.psiexams.com

There are 4 vital parts to the Electrical application process:
1) The Application form
2) Education documentation
   a. Journeyman
      i. High school diploma
      ii. 600hrs Journeyman curriculum
   b. Systems Technician
      i. High school diploma
      ii. 300hrs Systems curriculum
   c. Master - 150 hr Master curriculum
   d. Systems Contractor - 75 hr Contractor curriculum
3) Work experience requirement and documentation.
   a. Journeyman - 4 yrs with 8000 hrs
   b. Systems Technician - 2 yrs with 4000 hrs
   c. Master - 1 yr as MA Journeyman
   d. Systems Contractor - 1 yr as MA Systems Technician
4) CORI background check
   - The Board will request CORIs on all applicants for licensure prior to approving or denying their application.
   - If you are selected for a limited appearance to answer questions about your CORI data, you will be notified as to the date, time and location of the meeting. After the Board has heard your case it will issue its’ decision. PSI will then be notified and you will be able to continue with the exam process.
   - If you have out of state infractions you may be asked to provide additional information. Doing so ahead of time may cut down on processing time.

The basic requirements have been summarized. For details please visit - Rules and Regulations Governing Electricians and Systems Installers 237 CMR section 13 at www.mass.gov/dpl/boards/el/

All applicants must submit documentation of credentials. Extensive Field experience solely shall not be considered in lieu of these requirements. Failure to correctly complete this process may result in the return of your application and the forfeiture of your application fee.

The Valor ACT offers licensing benefits to active duty members of the military, relocated military spouses and veterans. For more information please visit http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/info-and-services/valor-act-info.html

Military Spouses: In addition to completing an application package complete the affidavit found in the forms section of the booklet and have it notarized.

Veterans credit: Applicants who qualify as a veteran per M.G.L. c. 4, § 7, clause forty-third must submit a copy of discharge form (forms DD214 and DD215) to receive benefits of the Valor ACT and 5 points exam credits.

Application form

- The Application must be completed in its’ entirety, typed or written in ink by the applicant, signed and notarized.
- Candidates must complete all personal data (full names) and information fields on the application for official license record.
- Candidates must indicate which examination they are applying for.
- If applying for a Master or Systems Contractor exam you must enter your Journeyman or Systems Technician license number and the issue date in the spaces provided on the form.
- If making an application for re-exam you must enter previous exam history in the space provided.

School/Education forms

- All forms must be completed and signed by a school official indicating his or her title.
- All forms must include the signature with the license number of the electrical instructor(s) or evening director as applicable.
- All forms must include the school seal

Which school form to use?

- Form 222 is for Journeyman and Systems Technician education programs in a public vocational school 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 along with related classroom theory. Max credit awarded is 300hrs class and 2000 hrs work.
- Form 223 is for non-vocational day or evening Journeyman and Systems Technicians programs approved by the Department of Education under M.G.L. c 74 or private occupational school program licensed by the Department of Education under M.G.L. c 93 or in a college/university program. Such programs typically do not provide shop or cooperative work experience. Any shop or coop would not be counted for the exam.
- Form 224 is for Organizations providing in-house education programs 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 for Master Electrician and Systems Contractor education programs in a day or evening
setting 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.

When submitting school 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 students with a certificate of completion such certificates must include the following information:
  a) Name of the approved school, college, employer or organization
  b) Name of student
  c) Program provided
  d) Date of completion
  e) Hours acquired
  f) Program Director signature
  g) Instructor signature

Non Board Approved/ Out of State Schools/ Programs
- Transcripts and Documentation must be provided containing detailed supporting information regarding education sufficient to allow the Board to conclude that such education is substantially equivalent to the requirements in Massachusetts. (The Board may award full or partial credit for any education submitted from a non-Board approved school)
- Petitions for acceptance shall also be accompanied by the following documentation (Documentation must be translated in English):
  a) A certificate of completion for each learning objective successfully completed documenting the hours acquired with commencement and the completion dates of such instruction.
  b) A letter of accreditation from the institution recognized by a Department of Education or the equivalent authority providing such instruction.
  c) Description of coursework indicating the National Electrical Code, the International Electrical Code, a County regulation or regulations or codes promulgated by some other regulatory body and the code year.
  d) The Board may request additional information regarding out of state education in its discretion, the Board may determine that and may deny credit for part or all of the education submitted.

Out of State work experience
- Documentation of work experience for consideration must contain detailed supporting information sufficient to allow the Board to conclude that such work qualifies to meet the requirements in Massachusetts.
- A certified statement from the employer should include the following information:
  a) The name of the applicant.
  b) The employer’s name and supervising electrician’s name, with the supervising electrician’s license number and a description of the class and/or type of license held by that supervising electrician, education and work experience requirements.
  c) The beginning date of employment, a statement describing the employment as full time or part time, the number of clock hours worked on a weekly basis during the period of employment, and the termination date of employment.
  d) The type of work experience supervised by the licensed supervising electrician and the total number of hours of work experience acquired during the period of employment.
  e) A statement that the work experience was based upon the national or an international electrical code as well as the cycle year for that code(s).

Out of State License
- Out of State licenses may be recognized as equivalent based on an examination, education and work criteria. However in no instance will hours less than the MA requirements be accepted as meeting qualification for examination.

Work experience forms
- Employment certification Form 272 is for Journeymen and Systems Technician applicants supervised by a Massachusetts licensee.
- This form needs to be signed by the supervising licensee and Master license holder of the company you worked with.
- Nb. Supervising licensee records may be kept prior to final sign off of time.
- Pursuant to 237 CMR 18.01: Rules Governing Practice (3) All persons, firms, and corporations ... employing learners and apprentices shall keep, or cause to be kept, accurate and detailed records of such employment for no less than seven years...
- If an employer fails to complete an “Employment Verification form”, the Apprentice may file a complaint against the licensee responsible for documenting his hours. Do so after receipt of the Employment Verification Form has been confirmed by mailing it certified return receipt to the employer and allowing reasonable time for the employer to respond.

Out of State work experience
- Documentation of work experience for consideration must contain detailed supporting information sufficient to allow the Board to conclude that such work qualifies to meet the requirements in Massachusetts.
- A certified statement from the employer should include the following information:
  a) The name of the applicant.
  b) The employer’s name and supervising electrician’s name, with the supervising electrician’s license number and a description of the class and/or type of license held by that supervising electrician, education and work experience requirements.
  c) The beginning date of employment, a statement describing the employment as full time or part time, the number of clock hours worked on a weekly basis during the period of employment, and the termination date of employment.
  d) The type of work experience supervised by the licensed supervising electrician and the total number of hours of work experience acquired during the period of employment.
  e) A statement that the work experience was based upon the national or an international electrical code as well as the cycle year for that code(s).

Out of State License
- Out of State licenses may be recognized as equivalent based on an examination, education and work criteria. However in no instance will hours less than the MA requirements be accepted as meeting qualification for examination.

If your application is incomplete PSI will return your entire original application and fee to you for completion. Enclosed will be a notice explaining why your application was returned or 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.

When applications have expired, applicants will have to complete a new application form and submit to PSI with the fees and any new documentation. Note: completing
additional work and education forms are only necessary if they are new hours that you have not previously submitted.

• Applications received (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 treated as expired.

### FEES

1. **License Fee** - This fee is paid at the Test Center when you have passed the examination. Fees are non-refundable and non-transferable (No cash or personal checks accepted)

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<th>Fee</th>
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<td>$104</td>
</tr>
<tr>
<td>Master</td>
<td>$155</td>
</tr>
<tr>
<td>Systems Technician</td>
<td>$164</td>
</tr>
<tr>
<td>Systems Contractor</td>
<td>$155</td>
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2. **Application Fee** - Applicants must submit the total fee from the table below with the application to PSI (No cash or personal checks accepted). This fee does not include the license fee.

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<th>Fee</th>
</tr>
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<tbody>
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<td>Journeyman</td>
<td>$226</td>
</tr>
<tr>
<td>Master</td>
<td>$276</td>
</tr>
<tr>
<td>Systems Technician</td>
<td>$226</td>
</tr>
<tr>
<td>Systems Contractor</td>
<td>$276</td>
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### APPROVED CANDIDATES

- When you have been approved for the exam for which you applied, PSI will email or mail you an Examination Authorization Notice with information about scheduling your examination.

**IMPORTANT!** If any of the information on your application changes prior to examination it is YOUR RESPONSIBILITY to immediately notify PSI in writing.

- Approved status will last for 12 months from the approval date. After 12 months you must redo your application and submit any updates in education and/or work experience.
- If your application is returned to you for any reason your application date is reset to the date that you resubmit your application to PSI.

**Americans with Disabilities Act (ADA):**

If you require special accommodations, under the Americans with Disabilities Act (ADA), please contact PSI at (800)733-9267 or the Board office at (617)727-9931 to obtain an Accommodation Request Form. All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate’s needs. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and requests must include supporting documentation from a licensed professional. All requests for special testing arrangements must be made when the candidate registers for the examination with PSI.

### SCHEDULING

- Once applications are approved, candidates are responsible for contacting PSI to schedule an appointment either by phone at (800) 733-9267 or online at www.psiexams.com 24 hours each day. To schedule with a PSI registrar, call Monday through Friday, between 9:00 a.m. and 8:00 p.m., Eastern Time.
- You can schedule the exam site of your choice no less than one day before your examination date and 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 with flexible dates and times.

**Exam centers and directions:**

The examinations are administered at the PSI examination centers located in:

- **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 211
  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 Street (Building on left, parking lot on right). Enter through North lobby.

  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.

  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) into 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
Updated 1/23/2018

toward N Tiverton Rl (.1 miles). Merge right. Take Broadway Exit. Turn left at 1st light on Columbia St. Turn left at 2nd light to So Main St. Site is 2 blocks on the right.

Lawrence
1 Ballard Way, Suite 104
Lawrence, MA 01843
South on MA-2/Broadway/EF O'Leary Bridge, turn right onto Andover St. Turn left onto Ballard Rd. There is a large sign in the front of the building "Still Water Place, Ballard Way". PSI's suite is located in the building next to the Asian Center premise.

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

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

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.

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

Outages or Weather related Cancellations: of exams will be communicated to candidates via phone or information may be obtained by calling 1-800-733-9267 and selecting prompt 7.

THE EXAM ROOM
Exam Security and grounds for disqualification:
The following security procedures will apply during the examination, the violation of which will result in the disqualification from the examination and or further legal action:

- No electronic devices except hearing aids are allowed in the examination site. This policy is strictly enforced.
- No smoking, eating, or drinking is allowed in the examination site.
- No Copying or communicating of examination content -.
- Remove -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- prior to entering the examination site. Failure to comply with this may result in disqualification and forfeiture of all fees.

Items allowed in the examination area for exam purposes
- Calculator- only non-programmable, non-printing, silent, battery-operated, non-alphabet keys.
- Code-Book- The current, adopted edition of the National Electrical code-book (the Board adopts the code on January 1 of the code year) whether paper-back, ring-

Examination:

- 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 allowed to retake the part of the examination that they failed up to 6 times in 1 year from the date their application was approved.

EXAMS STRUCTURE AND CONTENT

- Massachusetts State Amendment- The current, adopted edition of the Massachusetts State Amendments whether a separate document or part of the National Electrical Code book, containing highlighted sections and or underlined sections of the original text.
- Massachusetts General Laws- All Massachusetts General Laws applicable to examination questions whether a separate document or part of the National Electrical Code book, or in paper-back, tabbed or un-tabbed, containing highlighted sections and or underlined sections of the original text.
- Board Rules and Regulations- A copy of the Board's Rules and Regulations (237CMR 11.00-23.00), tabbed or un-tabbed, containing highlighted sections and or underlined sections of the original text.
- 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, containing highlighted sections and or underlined sections of the original text.
- 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 of the original text.
- 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.

M aster Electrician, Part 1

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<td>80</td>
<td>70% (56 questions answered correctly)</td>
<td>240 Minutes</td>
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Content Outline

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Wiring Methods and Devices 15
Motors 7
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.

Only the following references are allowed in the examination center:

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 enacting date of such Code, Regulation or Law.

- 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

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


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

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<td>Environmental and Safety</td>
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Only the following references are allowed in the examination center:

- 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
Updated 1/23/2018

-PSI, 3210 E Tropicana, Las Vegas, NV 89121, (see order form at the end of this bulletin).

JOURNEYMAN ELECTRICIAN, PART 1

<table>
<thead>
<tr>
<th># of Questions</th>
<th>% Required to Pass</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>70</td>
<td>70% (49 questions answered correctly)</td>
<td>180 Minutes</td>
</tr>
</tbody>
</table>

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.

Only the following references are allowed in the examination center:

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.

- 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

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


JOURNEYMAN ELECTRICIAN, PART II, APPLIED PORTION

<table>
<thead>
<tr>
<th># of Questions</th>
<th>% Required to Pass</th>
<th>Time Allowed</th>
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</thead>
<tbody>
<tr>
<td>30</td>
<td>70% (21 questions answered correctly)</td>
<td>60 Minutes</td>
</tr>
</tbody>
</table>

Content Outline

Subject Area | # of Items
---|---
Circuit Calculations (Ohm's Law) | 5

SYSTEMS CONTRACTOR PART I

<table>
<thead>
<tr>
<th># of Questions</th>
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</thead>
<tbody>
<tr>
<td>70</td>
<td>70% (49 questions answered correctly)</td>
<td>180 Minutes</td>
</tr>
</tbody>
</table>

Content Outline

Subject Area | # of Items
---|---
General Electric and Electronic Theory and Practice | 9
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:**

**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.

- National Electrical Code, National Fire Protection Association, 1 Battery March Park, Quincy, MA 02169-9101, (617)770-3000, www.nfpa.org

**Content Outline**

<table>
<thead>
<tr>
<th>Subject Area</th>
<th># of Items</th>
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</thead>
<tbody>
<tr>
<td>NEC Alarm Requirements</td>
<td>20</td>
</tr>
<tr>
<td>Fire Detection and Notification</td>
<td>30</td>
</tr>
</tbody>
</table>

**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:**

**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.

- National Electrical Code, National Fire Protection Association, 1 Battery March Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org

**Systems Technician Part II (Applied)**

<table>
<thead>
<tr>
<th># of Questions</th>
<th>% Required to Pass</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>70% (21 questions answered correctly)</td>
<td>60 Minutes</td>
</tr>
</tbody>
</table>

**Content Outline**

<table>
<thead>
<tr>
<th>Subject Area</th>
<th># of Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circuit Calculations (Ohm's Law)</td>
<td>6</td>
</tr>
<tr>
<td>Electrical Schematics and Plans</td>
<td>6</td>
</tr>
<tr>
<td>Materials and Components</td>
<td>8</td>
</tr>
<tr>
<td>Troubleshooting and Testing</td>
<td>8</td>
</tr>
<tr>
<td>Licensing Laws and Regulations</td>
<td>2</td>
</tr>
</tbody>
</table>

**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:**


**Systems Technician Part I**

<table>
<thead>
<tr>
<th># of Questions</th>
<th>% Required to Pass</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>70% (35 questions answered correctly)</td>
<td>120 Minutes</td>
</tr>
</tbody>
</table>

WWW.PSIEXAMS.COM
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 enacting date of such Code, Regulation or Law.

- Massachusetts Electrical Code, 527 CMR 12.00 State Amendments to NEC Board of Fire Prevention Regulations, State of Massachusetts General Laws, www.mass.gov/dpl/boards/el/cmr.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
- National Electrical Code, National Fire Protection Association, 1 Battery March Park, Quincy, MA 02169-7471, (617)770-3000, 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.


**TAKING THE EXAM**

Arrive at least 30 minutes before your scheduled exam to allow time for signing-in, identification, and familiarizing yourself with the examination process. If you arrive later than your scheduled time you will not be admitted to the examination and you may forfeit the examination administration fee.

**Identification:**

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. 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 for information on ways 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.

**Taking the exam in separate parts:**

- Candidates have a choice of taking both parts of their exam the same day or on separate days. Applicants who choose the same day 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.

**Scoring:**

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 PSI is unable to print your Score Report it will be mailed within 10-days of your examination date.
- The Score report is considered a public record and shall be maintained by PSI until the candidate has passed the exam. At which time such reports shall be submitted to the board with the completed application for filing and archiving.

**Penalties and Refund Policies**

1. **Missing an exam** - Failure to appear for an examination shall result in forfeiture of ALL submitted fees.

2. **Rescheduling** - Cancelling and rescheduling exams will be accepted 2 days before the scheduled date without penalty.

   **Note:** A voicemail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

3. **Cancellation due to illness** - If you were unable to appear for your scheduled exam due to an illness you may submit a letter from the doctor or hospital on letterhead indicating your condition and how it affected your ability to sit for your exam.

WWW.PSIEXAMS.COM
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.

**REVIEWS AND APPEALS**

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.

Review of Questions:
- Failing candidates will review their examination in a secure environment at which time you may challenge questions or answers to questions.
- 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 Automated Telephone, Internet, Mail or Fax and Pay by Money Order, Cashier’s Check, VISA or MasterCard. Personal or company 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 reexamination.

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
**Attn:** Executive Director
1000 Washington Street Suite 710
Boston, Massachusetts 02118-6100
(617) 727-9931 • Fax - (617) 727-5012

**RE-EXAMINATION:**
- No Candidate is allowed to sit for an exam more than 3 times without completing additional education as stated in 237 CMR section 14. The additional education must be submitted to PSI and added to the file before the candidate can retake the exam or any portion of it.
- No Candidate is allowed to sit for exam after 6 times unless they have repeated the full number of education hours required for licensure as outlined in 237 CMR 13.00. Subjects may be repeated, however, the candidate must submit proof satisfactory to the Board of completing subjects based on their weaknesses from their exam score report.

- 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

Renewal of Application Forms:
Approved applications are current for one year after the approval date. After that year applications will be expired and a new application and fee must be submitted with copies of any new education or updated work forms. If there are no changes a letter must accompany the application instructing PSI that the previous documents are still valid.

Expiration of education or work:
- No application shall be valid if education or work experience has expired or expires in 60 days.
- Applicants will not get credit for work experience completed six years prior to the date they finished their education. (237 CMR 13)
- Education expiration see 237 CMR section 13.09 for expiration parameters.

Code changes:
- 237 CMR 13.09 (2)(d)When the examination item bank has changed to reflect a newly promulgated Code, candidates whose education was successfully completed prior to the promulgation of that Code will be required to successfully complete a 15 hour Continuing Education Program as provided in 237 CMR 17.00 on the currently adopted Code incorporating the Massachusetts Amendments before he or she can sit for examination.

RE-EXAM FEES
Your re-exam fee is determined by the part of the exam you are retaking. For reinstatement re-exams candidates must retake both parts. The total for both parts is $135.

<table>
<thead>
<tr>
<th></th>
<th>Journeyman exam</th>
<th>Master exam</th>
<th>Systems Technician exam</th>
<th>Systems Contractor exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSI exam Application Processing Fee</td>
<td>$60</td>
<td>$75</td>
<td>$60</td>
<td>$75</td>
</tr>
<tr>
<td>Trade portion Examination Administration Fee (non-refundable)</td>
<td>$80</td>
<td>$80</td>
<td>$80</td>
<td>$80</td>
</tr>
<tr>
<td>Business or Practical portion Examination Administration Fee (non-refundable)</td>
<td>$55</td>
<td>$55</td>
<td>$55</td>
<td>$55</td>
</tr>
<tr>
<td>MA exam Application Processing Fee (non-refundable)</td>
<td>$31</td>
<td>$66</td>
<td>$31</td>
<td>$66</td>
</tr>
<tr>
<td>Total</td>
<td>$226</td>
<td>$276</td>
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<td>$276</td>
</tr>
<tr>
<td>Total with MA fee waived</td>
<td>$195</td>
<td>$210</td>
<td>$195</td>
<td>$210</td>
</tr>
</tbody>
</table>
Instructions and Documentation requirements

COMPLETE CHECKLIST BEFORE YOU MAIL YOUR APPLICATION

After following the prior guidelines do your final check

- Application is legible, complete, signed and notarized by a notary
- Current MA license number and issue date is indicated (if applicable)
- Current Picture is attached
- Correct Fee is attached or Credit Card information included (no cash)
- Appropriate Schooling and education is documented and attached
- Appropriate work experience is documented and attached
- Documented Education is attached
- Documented work experience is attached
- CORI acknowledgment form is completed and attached

School Form (in-state applicants only)
- The correct form is filled out
- Student name is on the form and program indicated
- Total hours of education is indicated on the form
- The school seal is showing

Work experience Form (in-state applicants only)
- All dates are filled in including ‘present’ date
- Supervising Licensee has signed

Nb. 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.

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

Complete and forward the application to:
PSI Examination Services
ATTN: Examination Registration MA EL
3210 E Tropicana Ave
Las Vegas, NV 89121
Commonwealth of Massachusetts  
Division of Professional Licensure  
Board of State Examiners of Electricians

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  
(800) 733-9267 * Fax (818) 247-3853 * TTY (800) 735-2929

<table>
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<tr>
<th>Applying for</th>
<th>Check One</th>
<th>License no.</th>
<th>Date</th>
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<tbody>
<tr>
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<td>MA Journeyman</td>
<td>Issued:</td>
<td></td>
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<tr>
<td>Systems Contractor exam</td>
<td>MA Technician</td>
<td>Issued:</td>
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<tr>
<td>Journeyman Electrician exam</td>
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<tr>
<td>Systems Technician exam</td>
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Please Print or Type. This is an official Document; please enter your legal name and information.

<table>
<thead>
<tr>
<th>Social Security Number (required)*</th>
<th>Date of Birth</th>
<th>Gender</th>
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<th>Female</th>
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<td>First Name</td>
<td>Middle Name</td>
<td>Generation</td>
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<tr>
<td>Maiden / Former / Also Known As</td>
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<tr>
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<td>State</td>
<td>Zip Code</td>
<td></td>
<td></td>
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</tr>
<tr>
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<td>Mobile Phone Number ( )</td>
<td>Email Address (required)</td>
<td>Preferred Communication Postal Mail Email</td>
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<td></td>
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</tbody>
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*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.

Check off where applicable and submit documents in evidence.

<table>
<thead>
<tr>
<th>Education requirement</th>
<th>Journeyman</th>
<th>Master</th>
<th>Systems Technician</th>
<th>Systems Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved program 600 hrs</td>
<td>Approved program 150 hrs</td>
<td>Approved program 300 hrs</td>
<td>Approved program 75 hrs</td>
<td></td>
</tr>
<tr>
<td>Work experience requirement</td>
<td>Licensee supervised 4yrs and 8000 hrs</td>
<td>MA Journeyman license</td>
<td>Licensee supervised 2yrs and 4000 hrs</td>
<td>MA Systems Technician license</td>
</tr>
<tr>
<td>Out of state education</td>
<td>Equivalent program 600 hrs or more</td>
<td>Equivalent program 150 hrs or more</td>
<td>Equivalent program 300 hrs or more</td>
<td>Equivalent program 75 hrs or more</td>
</tr>
<tr>
<td>Out of state work experience</td>
<td>Supervised or Licensed equivalent 4 yrs and 8000 hrs or more</td>
<td>MA Journeyman license</td>
<td>Supervised or Licensed equivalent 2yrs and 4000 hrs or more</td>
<td>MA Systems Technician license</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Employer/Company</th>
<th>Employer Address</th>
<th>Starting Date / /</th>
<th>Employed Years Months</th>
</tr>
</thead>
</table>

Attach a recent photo here
Updated 1/23/2018

1. Are you applying for reinstatement of an existing license? Yes ☐ No ☐ Expired license No: __________________ Approval code REIN: __________________ Nb. If you have not received an REIN you are not approved for reinstatement. You must contact the Board office for an REIN.

2. Have you taken the MA exam and failed? Yes ☐ No ☐ No. of times since approval: _______ Last exam date: ________________

3. High school diploma or equivalency attached? Yes ☐ No ☐ Obtained date? __________________________

4. Has a licensing/certification board located in the United States or any country or foreign jurisdiction taken any disciplinary action against any licenses you hold in another jurisdiction? Yes ☐ No ☐ If yes, please state the details (use a separate sheet if necessary):

5. Are you the subject of pending complaints that may result in 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):

6. 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.

By signing this application 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)

If you are enclosing a Special Arrangement Request letter and required documentation please check here ☐

Application Fees:
Applicants must submit the total fees from the table below with the application to PSI (No cash or personal checks allowed). These fees do not include your licensing fee. See Candidate Information Bulletin

<table>
<thead>
<tr>
<th></th>
<th>Journeyman exam</th>
<th>Master exam</th>
<th>Systems Technician exam</th>
<th>Systems Contractor exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSI exam Application Processing Fee</td>
<td>$60</td>
<td>$75</td>
<td>$60</td>
<td>$75</td>
</tr>
<tr>
<td>Trade portion Examination Fee (non-refundable)</td>
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</tr>
<tr>
<td>Business/Practical portion Examination Administration Fee (non-refundable)</td>
<td>$55</td>
<td>$55</td>
<td>$55</td>
<td>$55</td>
</tr>
<tr>
<td>MA exam Application Processing Fee* (non-refundable) Pursuant to the valor act the MA application fee is waived for approved Veterans, Active military and their spouses</td>
<td>$31</td>
<td>$66</td>
<td>$31</td>
<td>$66</td>
</tr>
<tr>
<td>Total</td>
<td>$226</td>
<td>$276</td>
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</tr>
<tr>
<td>Total with MA fee waived</td>
<td>$195</td>
<td>$210</td>
<td>$195</td>
<td>$210</td>
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</tbody>
</table>

Re-examination Fees:
Re-examination fees are based on the portion of the exam that you are retaking. The total for both portions is $135.

Money Order or Cashier’s Check also accepted. No cash or personal check.

Credit card (MasterCard or Visa) payment accepted for phone or fax review/re-exam registrations only. ☐MC ☐Visa

<table>
<thead>
<tr>
<th>Credit Card No:</th>
<th>Cardholder Name :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exp. Date:</td>
<td>Verification No.:</td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
</tbody>
</table>
CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM

The Division of Professional Licensure by itself and on behalf of boards of registration pursuant to M.G.L. c. 13, §9 [hereinafter, “Division of Professional Licensure”] is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective license applicants and current licensees.

As a license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the Department of Criminal Justice Information Services (“DCJIS”). I hereby acknowledge and provide permission to the Division of Professional Licensure to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Division of Professional Licensure written notice of my intent to withdraw consent to a CORI check.

FOR LICENSING PURPOSES ONLY:

The Division of Professional Licensure may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that the Division of Professional Licensure must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided below is true and accurate.

_________________________________   ___________________________________
Signature                                      Date

NOTE: PSI AND DPL CAN ACCEPT THIS CORI ACKNOWLEDGMENT FORM ONLY IF IT IS SIGNED IN THE PRESENCE OF A NOTARY PUBLIC WHO HAS LIKewise VERIFIED YOUR IDENTIty

SUBJECT INFORMATION: (An asterisk (*) denotes a required field)

<table>
<thead>
<tr>
<th>*Last Name</th>
<th>*First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Maiden Name (or other name(s) by which you have been known)</td>
<td>*Date of Birth</td>
<td>Place of Birth</td>
<td></td>
</tr>
<tr>
<td>*Last Six Digits of SSN</td>
<td>Sex</td>
<td>Height ft</td>
<td>Eye Color</td>
</tr>
</tbody>
</table>

Current Address
Street Number & Name   City/Town   State   Zip

Former Address
Street Number & Name   City/Town   State   Zip

VERIFICATION BY NOTARY:

On this ______ day of _____________, 20____, ____________________________ (name of document signer), personally appeared before me, the undersigned notary public, and proved to me through satisfactory evidence of identification¹:

- [ ] Passport  - [ ] State-issued driver’s license  - [ ] Military identification - [ ] State-issued identification card

to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

___________________________________________________________________________________________
_______________________________   ________________________________
Notary Public:                  Notary Commission Expires On

¹ If a subject does not have an acceptable government-issued identification, his or her identity shall be verified by other forms of documentation as determined by DCJIS. 803 CMR 2.09(2).
THE FOLLOWING MUST BE SIGNED BY THE STUDENT PRIOR TO SUBMITTING TO SCHOOL

In connection with my application for a Journeyman/Systems Technician license exam, I submit the following certificate of education and experience, which I obtained by attending the herein named school.

<table>
<thead>
<tr>
<th>Name of Applicant - Type or Print your name</th>
<th>SSN last four digits</th>
<th>Signature</th>
</tr>
</thead>
</table>

THE FOLLOWING IS TO BE COMPLETED BY SCHOOL OFFICIALS

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Journeyman Electrical curriculum</th>
<th>Commencement Date</th>
<th>Completion Date</th>
<th>Classroom hours</th>
<th>Shop hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Start Date</td>
<td>End Date</td>
<td>Coop hours</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Systems Technician curriculum</th>
<th>Commencement Date</th>
<th>Completion Date</th>
<th>Classroom hours</th>
<th>Shop hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Start Date</td>
<td>End Date</td>
<td>Coop hours</td>
<td></td>
</tr>
</tbody>
</table>

Subject to the penalties set forth in Section 5 of chapter 141 of the Mass General Laws, I attest that the information provided is accurate.

<table>
<thead>
<tr>
<th>Name of Designated School Official</th>
<th>Title</th>
<th>Signature of Designated School Official</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Licensed Instructor</th>
<th>Electrical/Systems License number</th>
<th>Signature</th>
<th>Education Approval Number</th>
</tr>
</thead>
</table>

IMPRINT SCHOOL SEAL HERE

Mass General Law, Chapter 141 Section 9. Any person, applying for a license and making any misstatement as to his or her experience or other qualifications, or any person, firm or corporation subscribing to or vouching for any such misstatement, shall be subject to penalties set forth in Section 5.
THE FOLLOWING MUST BE SIGNED BY THE STUDENT

In connection with my application for a Journeyman/Systems Technician license exam, I submit the following certificate of education, which I obtained by attending the herein named school.

<table>
<thead>
<tr>
<th>Name of Applicant - Type or Print your name</th>
<th>SSN last four digits</th>
<th>Signature</th>
</tr>
</thead>
</table>

THE FOLLOWING IS TO BE COMPLETED BY A SCHOOL OFFICIAL

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Address</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Address</th>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Journeyman electrical curriculum</th>
<th>Enrollment Date</th>
<th>Completion Date</th>
<th>hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Systems Technician curriculum</th>
<th>Enrollment Date</th>
<th>Completion Date</th>
<th>hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Name of Designated organization Official</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subject to the penalties set forth in Section 5 of chapter 141 of the Mass General Laws, I attest that the information provided is accurate.

______________________________________________  _____________________________________
Signature of Designated organization Official      Date

IMPRINT SCHOOL SEAL HERE

Mass General Law, Chapter 141 Section 9. Any person, applying for a license and making any misstatement as to his or her experience or other qualifications, or any person, firm or corporation subscribing to or vouching for any such misstatement, shall be subject to penalties set forth in. Section 5.
**ORGANIZATION APPROVED IN-HOUSE PROGRAM (FORM 224)**
**FOR MEMBERS OR EMPLOYEES**

**THE FOLLOWING MUST BE SIGNED BY THE MEMBER OR EMPLOYEE**

In connection with my application for a Journeyman/Systems Technician license exam, I submit the following certificate of education, which I obtained by attending courses provided by the herein organization.

<table>
<thead>
<tr>
<th>Name - Type or Print your name</th>
<th>SSN last four digits</th>
<th>Signature</th>
</tr>
</thead>
</table>

**THE FOLLOWING IS TO BE COMPLETED BY AUTHORIZED PERSONNEL**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Journeyman Electrical program</th>
<th>Enrollment Date</th>
<th>Completion Date</th>
<th>hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Systems Technician program</th>
<th>Enrollment Date</th>
<th>Completion Date</th>
<th>hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Designated organization Official</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subject to the penalties set forth in Section 5 of chapter 141 of the Mass General Laws, I attest that the information provided is accurate.

__________________________________________________________
Signature of Designated organization Official Date

**Mass General law, Chapter 141** Section 9. Any person, applying for a license and making any misstatement as to his or her experience or other qualifications, or any person, firm or corporation subscribing to or vouching for any such misstatement, shall be subject to penalties set forth in Section 5.
MASTER OR SYSTEMS CONTRACTOR PROGRAM (FORM 225)  
MASS APPROVED PROGRAM ONLY

THE FOLLOWING MUST BE SIGNED BY THE STUDENT

In connection with my application for a Master/ Systems Contractor license exam, I submit this certificate of education, which I obtained by attending the herein named school.

<table>
<thead>
<tr>
<th>Name - Type or Print your name</th>
<th>SSN last four digits</th>
<th>Journeyman/Technician number</th>
<th>Signature</th>
</tr>
</thead>
</table>

THE FOLLOWING IS TO BE COMPLETED BY AN AUTHORIZED SCHOOL OFFICIAL

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of School/Organization</td>
<td>Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master Electrical program</th>
<th>Enrollment Date</th>
<th>Completion Date</th>
<th>hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Systems Contractor program</td>
<td>Enrollment Date</td>
<td>Completion Date</td>
<td>hours</td>
</tr>
</tbody>
</table>

Name of Designated organization Official |
Name of Designated organization Official

Subject to the penalties set forth in Section 5 of chapter 141 of the Mass General Laws, I attest that the information provided is accurate.

<table>
<thead>
<tr>
<th>Signature of Designated organization Official</th>
<th>Date</th>
</tr>
</thead>
</table>

IMPRINT SCHOOL SEAL HERE

Mass General Law, Chapter 141 Section 9. Any person, applying for a license and making any misstatement as to his or her experience or other qualifications, or any person, firm or corporation subscribing to or vouching for any such misstatement, shall be subject to penalties set forth in Section 5.
The Commonwealth of Massachusetts  
Division of Professional Licensure  
Board of State Examiners of Electricians  
1000 Washington Street Suite 710 • Boston, Massachusetts 02118-6100  
www.mass.gov/dpl/boards/el  
EMPLOYMENT CERTIFICATION  
(form 272 MA use only)

Return this form to the applicant for submittal.

The following work is in compliance with work for which a license is required by MA law, and was performed under the direct personal supervision of a licensed Journeyman/Systems Technician and to the MA electrical code.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Address</th>
</tr>
</thead>
</table>

The following information may be completed by authorized personnel (Please Print).

<table>
<thead>
<tr>
<th>Business name</th>
<th>Business address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Business telephone</th>
<th>Business licensee of record (If applicable)</th>
<th>License number</th>
<th>Lic Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of work engaged in</th>
<th>Premises electrical work as an employee</th>
<th>Contract projects for hire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervising licensee (Name)</th>
<th>License number</th>
<th>Expiration</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimate Percentage of Practical work performed</th>
<th>Estimate Percentage of other types of work</th>
<th>Total years, months, days</th>
<th>Total hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Brief Work Description</th>
<th>Brief Work Description</th>
<th>Can payroll records be produced for this employee?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes_____ No____ (If no provide an explanation and an affidavit of work on payroll) Pursuant to 237 CMR 18.01(3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business licensee of record MA Master Electrician or Systems Contractor employing supervising licensee and apprentice employee sign section A.</th>
<th>MA Journeyman or Technician supervising the apprentice sign section B.</th>
</tr>
</thead>
</table>

SECTION A - As the licensed Master/Systems Contractor for the said business I am signing subject to the penalties set forth in Section 5 of Chapter 141 of the General Laws of Massachusetts and hereby subscribe to and vouch for the statements made herein

_________________________________________________________  (Master/Contractor signature)  (Date)

SECTION B - As the licensed Journeyman and supervisor of the above apprentice I am signing subject to the penalties set forth in Section 5 of Chapter 141 of the General Laws of Massachusetts and hereby subscribe to and vouch for the statements made herein

_________________________________________________________  (Journeyman/Technician signature)  (Date)
MILITARY SPOUSE AFFIDAVIT

I, _________________________________, do hereby state under the pains and penalties of perjury:

(Printed Name)

(1) that I am a licensed professional certified or licensed in a state other than the Commonwealth of Massachusetts;
(2) that my certification or license is current and in good standing;
(3) that no disciplinary action has been taken, or to my knowledge is pending, against my certification or license;
(4) that my spouse is a member of the armed forces of the United States;
(5) that my spouse is the subject of a military transfer to the Commonwealth of Massachusetts; and
(6) that I left employment in another state to accompany my spouse to the Commonwealth of Massachusetts.

Attached hereto are a copy of my military identification card and a copy of my spouse’s transfer orders.
I understand that I may need to provide the Division of Professional Licensure with additional documents in support of my application.

(Signature of Applicant) ________________________________ Date _______________________________________________________________________________________

VETERAN

A veteran also will receive the benefits of the Valor Act. Veterans are required to submit a copy of the Report of Separation document (DD-214) to be identified for these benefits.
BOOKS AND MORE ARE NOW AVAILABLE AT THE PSI ONLINE STORE!

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

| ☐ | CERTIFICATE OF ACHIEVEMENT  (You must have passed the exam before ordering the certificate) Certificate of Achievement suitable for framing.  $18.75 includes shipping and handling. |

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

- You may also place a checkmark next to the items that you would like to order, and mail or fax this form to PSI (be sure to include your contact information). A Customer Service Rep will call you to place the order.

Mail or FAX to:
PSI licensure: certification ** 3210 E Tropicana * Las Vegas * NV * 89121 (Attn Shipping)
Fax (702) 932-2668

Name__________________________________________________________
Address________________________________________________________
City_____________________________________ State________ Zip________
Phone Number____________________________________________________
**ORDER FORM**

To order a copy of *Basic Business and Project Management for Contractors* please complete the order form below, submit a check for the total order amount payable to NASCLA Publications, and mail to:

**NASCLA Publications**
**P.O. BOX 14941**
**Scottsdale, Arizona 85267**

Credit card orders (VISA, MASTERCARD or AMERICAN EXPRESS) may be mailed to the address above or faxed to, Fax (623) 587-9625. To order by phone call: (623) 587-9519. Do NOT contact PSI for this book order information.

**SHIP TO:**
Name ____________________________________________________________________________
Company __________________________________________________________________________
Mailing Address __________________________________________________________________________
City ___________________________________________ State ______ Zip __________
Telephone (__________) _______ - __________ Fax (__________) _______ - __________

**METHOD OF PAYMENT:**
☐ Check ☐ Visa ☐ MasterCard ☐ AMEX

Card Number __________________________________________ Exp. Date (month & year) _______ / _______
Name on Card ___________________________________ Signature __________________________________

**PLEASE SEND:**
__________ Copy(ies) of *Basic Business and Project Management for Contractors* @ $35.50 each $ ____________

**SHIPPING & HANDLING:**
$ 10.00 for one book ($3.00 for each additional book) $ ____________

**TOTAL $ ____________**