2016 Application for West Virginia State Electrical Examination

IMPORTANT INFORMATION

Please type or print your information on the application <u>legibly</u>.

- Applications will ***<u>not</u>*** be processed unless completely filled out, signed & ***<u>accompanied by the exam fee</u>***

- Check / Money Order made payable to the **WVSFMO** - We are un**able to accept** debit or credit cards at this time - Remitted checks that are returned as "insufficient funds" are subject to penalty as allowed by WV State Code.

- Please provide e-mail address only if you check it frequently in case we need further information

- Once your application is reviewed you will receive written notification of acceptance or denial of your application within 14 days.

- Exam fees are **<u>non-refundable</u>**, however, we do allow you to reschedule your exam as long as we are notified no later than the day of the exam. You may reschedule up to three times within 12 months of the original exam date.

- All exams are open book exams solely based on the 2014 National Electric Code Book, which are not provided by the fire marshal; they may be purchased at any electrical supply store. Calculators, book tabs, keyword indexes and Ugly's reference books are allowed. Study guides, test prep courses or practice exams are not available.

- Exams begin at 9 am with check in beginning approximately 8.30 am. We allow no more than 4 hours for the completion of the examination. You may only take one level of exam on each date.

- If you need special consideration due to a disability, please submit written request along with your initial application so that we can accommodate your needs.

- Your examination results will be mailed to you within 14 days of the exam date. Passing exam score has to be 80% or higher.

- Please do not submit original documents of any sort as we are unable to return them to you.

- Work experience must be completed listing the minimum amount of work experience required for the requested testing level. Please carefully read the requirements necessary for each exam level.

- Apprentice Applicants do not have to complete the work history section

- There is no set amount of time you have to wait in between exams before being able to retest. If you choose to do so, you can retest the very next available exam date

- Seating is limited for each exam date / location

- If you need further information please contact us at (304) 558-2191 Ext. 53219 or by e-mail at Valerie.J.Carpenter@wv.gov

Test Locations:

Charleston:	Civic Center	200 Civic Center Dr	Charleston, WV
Wheeling:	Wesbanco Arena	14th Street	Wheeling, WV
Clarksburg:	United Technical Career Center	RT 19	Gore, WV
Martinsburg:	James Rumsey Technical Institute	3274 Hedgesville Rd	Martinsburg, WV

Please submit your application along with the required documentation as indicated on the application and the applicable exam fee to:

OFFICE OF THE WEST VIRGINIA STATE FIRE MARSHAL

1207 Quarrier St, 2nd Floor
Charleston, WV 25301
(304) 558-2191 Ext. 53219 or 53226
www.firemarshal.wv.gov

Qualification Requirements:

Master Electrician

Must show at least **10,000** hours or **5** years of actual **hands-on** work electrical work experience. Such experience has to include some residential, some commercial and some industrial experience. (It is acceptable to substitute the work experience section of this application with a detailed resume, as long as the work setting is clearly identifiable).Vocational training cannot be counted towards the required experience. All work experience has to consist of **above ground structural wiring** in accordance with the NEC.

Your exam will consist of 50 multiple choice questions (worth 1 point each) and 10 calculations (5 points each) which may include intricate calculations referencing service loads, power factor, voltage drop, service size, demand load, circuit resistance, outlet requirements, etc.

Journeyman Electrician

Must show **8,000** hours or **4** years of hands on electrical work experience

or

a completed apprenticeship program approved by the **US Dept of Labor**

or

a completed vocational course approved by the **WV Dept of Education** of no less than **1080** hours.

You **must provide a copy of your certificate of completion** of your apprenticeship or vocational program.

Your exam will consist of 42 multiple choice questions (worth 2 points each) and 4 calculations (worth 4 points each) which may include simple calculations referencing power factors, voltage drops, resistance, circuit requirements, etc.

Specialty Electrician (HVAC / Electric Sign / Single Fam. Dwelling / Elevator / Fire & Burglar Alarm)

Must show **4,000** hours or **2** years of hands on electrical work experience in the specialty area that you will be testing for. One year may be obtained through an approved educational course.

Your exam will consist of 20-25 multiple choice questions (worth 4-5 points each).

Apprentice Electrician

Only requirement is to be 18 years of age. You do not fill out the work experience part of this application.

Your exam consists of 20 multiple choice code questions taken from the first four chapters of the National Electric Code Book.

Application for West Virginia Electrical Examination

1. Applicant Information (print legible)

Last Name		First Name			
Mailing Address					
City		State		ZIP	
Home Phone		Cell Phone			
E-Mail Address					
Soc. Sec. Number:		Date of Birth			
Best contacted via	◻ e-mail ◻ home phone ◻ cell phone ◻ regular mail				
Present Employer					
Employer Address					

2. Exam Level

Please check level of exam you wish to take

◻ Master $ 25.00	◻ Journeyman $ 25.00	◻ Apprentice $ 10.00
◻ Fire / Burglar Alarm $ 25.00	◻ HVAC $ 25.00	◻ Electric Sign $ 25.00
◻ Single Family Dwelling $ 25.00		

3. 2016 Exam Dates & Location

Please circle your preferred date / location

Charleston	Feb 23	Apr 12	Jun 7	Aug 18	Oct 18	Dec 6
Wheeling	Mar 8	Jun 14		Sep 13		Dec 13
Martinsburg	Feb 9	May 10		Aug 9		Nov 15
Clarksburg	Feb 23	May 24		Aug 30		Nov 15

4. Formal Training

Have you completed a vocational course?	□ yes □ no
➡ **ATTACH A COPY OF YOUR CERTIFICATE OF COMPLETION**	
Name of School	
City & State	

Have you completed a formal apprenticeship program?	□ yes □ no
➡ **ATTACH A COPY OF YOUR CERTIFICATE OF COMPLETION**	
Name of Program	
Sponsor	

5. Work Experience

Employer Name			
Employment City & State			
Employer Contact			
Dates of Employment		Total Months	
Work Setting	_____ Residential	_____ Commercial	_____ Industrial
Duties Performed			

Employer Name			
Employment City & State			
Employer Contact			
Dates of Employment		Total Months	
Work Setting	_____ Residential	_____ Commercial	_____ Industrial
Duties Performed			

continued

Employer Name			
Employment City & State			
Employer Contact			
Dates of Employment		Total Months	
Work Setting	_____ Residential	_____ Commercial	_____ Industrial
Duties Performed			

6. Process Preference

If the requested test date is already full, we can either return your application & check back to you, or we can automatically schedule you for a second test choice.

Please mark your preference:

□ return application □ schedule for _____

If we need further information regarding your work experience, we can either return your application & check to you, or we can contact you.

Please mark your preference:

□ return application □ contact you via _____

Affidavit

I hereby certify that the information contained on this application is true and complete to the best of my knowledge. I fully understand that any false or misleading information may result in denial of examination or revocation of any license obtained by providing false information to gain access to the examination.

Applicant Signature :_____ Date: _____