

# **WESTCHESTER COUNTY ELECTRICAL LICENSING BOARD**

## **RULES AND REGULATIONS**

**Adopted 1-8-1998 with revisions amendments and additions up to 03-07-2023**

**1.** Schedule of Electrical Testing –Dates for Electrical Testing shall be determined by the Director of Consumer Protection or his/her designee. There shall be no less than two tests given in a calendar year and only given in Westchester County. (Revised 01-08-2020)

**2.** Any applicant approved by the Electrical Licensing Board who wishes to apply for a Master Electrician's or Special Electrician's License will be required to take an examination prepared and given by a qualified outside organization approved by the Electrical Licensing Board. The minimum passing grade shall be 75%. Applicants must submit a completed license application within one year of receiving a passing grade on the examination. Any applicant who does not apply within one year will have to re-take the examination. (Revised 11-09-2021)

**3.** With reference to section 277.707(1) (E) of the Licensing Law, the fee for amending or changing a license shall be \$500.

**4.** All Electrical Licensing Board meetings shall follow Robert's Rules of Order.

**5(a)** Each licensee shall conspicuously affix a decal furnished by the Board to all vehicles used for his or her business in connection with licensed activities during the effective term of the license. Expired decals shall not be displayed on any vehicle. Decals shall be available for a fee of \$5.00 each. All vehicles shall prominently display the company name, address and applicable license number(s) that are registered with the County of Westchester. Vehicle lettering shall be in letters and numerals that are a minimum of two (2) inches high and readily legible from a distance of fifty feet during daylight hours while the motor vehicle is stationary. Lettering shall be required on both side panels of all vehicles. All vehicles must comply with applicable NYS and Federal vehicle and traffic laws. Magnetic signage shall be allowed.

**5(b)** Each licensee shall display all applicable license number(s) that are registered with the County of Westchester on all advertisements, stationery, invoices, contracts and proposals.  
(Revised 03-7-2023)

**6.** All candidates applying to take the written examination shall, as a minimum requirement, document their experience as per by providing one (1) of the documents listed in either item A or B or C for each year that the applicant is claiming as experience. All documents are subject to Board review.

A. Detailed Social Security Earnings Report.

B. Federal W-2's showing the applicants name, the employer's name and the reported income from each employer that the applicant is claiming experience from.

C. Federal Schedule C or K-1 forms showing proof of business ownership if the applicant is self-employed and cannot produce either item A or B.

D. Letters of good standing and/or verification from any jurisdictions outside of Westchester County where licenses are held by the applicant and/or his or her previous or current employer.

E. Any submitted documentation not mentioned above will be subject to review by the Board. (Revised 03-07-2023)

**7.** In regard to §277.707 of the Electrical Licensing Law, the shelving period for a Master Electrician License, Special Electrician License and Electrical Inspector License shall be from January 1<sup>st</sup> to December 31<sup>st</sup> of each year. Shelving may be renewed annually. To reinstate the license at any time during the shelving period, the license holder must pay the prescribed license fee set forth in §277.707 of the Electrical Licensing Law and comply with all other requirements set forth by the licensing laws and rules. If a license is shelved for two (2) or more shelving periods, reinstatement will be granted only if proof of continuous work in the electrical trade during the shelving period has been approved by the Board. (Revised 1-17-2017)

**8.** Alleged violations and complaints brought to the Board shall be in writing and must include all information and determinations made including the complainant's name. The Westchester County Electrical Licensing Board must consider action on any alleged complaint or violation of the Electrical Licensing Law and the Board may designate local code enforcement powers and remedies to be taken, such as but not limited to violation notices, summonses and any related court action. The Director of Consumer Protection and his/her agents shall be authorized to assist in the administration and enforcement of the laws, rules and regulations of this Board. (Revised 01-08-2020)

**9.** No individual holding a Master Electrician License shall lend such license to any person or allow any other person to carry on, engage in, or labor at the business as defined herein of installing, removing, altering, testing, replacing, or repairing electrical systems. A violation of this section by any person holding a license shall be sufficient cause for revocation of such license.

**10.** A Master Electrician must be: (1) an owner of at least fifty-one (51) percent of the voting stock of a partnership, corporation, or other business entity; or (2) a full-time employee, working at least thirty-five hours per week for the company that is listed as the licensee, If the licensee leaves the employment of said company, all jobs filed under that license must be closed out or transferred to another licensed electrician. However, nothing herein shall be construed to prohibit the use of a license by the holder thereof for or on behalf of a partnership, corporation or other business association.

A licensed Master Electrician shall be personally responsible for the proper supervision and layout work for any electrical work for which an application for a permit has been issued.

All workers engaged by said licensed electrician for any electrical work, as defined herein, must be on such licensed electrician's own payroll and covered by such licensed electrician's Workers' Compensation and Disability Insurance.

The Board may issue and cause to be served subpoenas requiring the attendance of witnesses and the production of books, insurance records and policies, payroll records and papers relative to any hearing held by it upon complaint.

**11.** The insurance standards used by the Westchester County Electrical Licensing Board will be the standards used by the County of Westchester, as of 2004. Standards subject to change as the County requirements change. They are as follows:

General Liability B.I. and P.D. - \$1,000,000 each Occurrence

Workers' Compensation - Statutory

New York State Disability - Statutory

All insurance policies must name the County of Westchester as certificate holder at the following address, 148 Martine Avenue, Room 407, White Plains NY 10601 and be filed with the Director of Consumer Protection or his/her designee at the time of a licensing or renewal fee being applied. (Revised 01-08-2020)

**12.** Failure of a Master or Special Electrician to meet the insurance requirements will automatically result in the suspension of that individual's license by the Director of Consumer Protection or his/her designee upon notice. (Revised 01-08-2020)

**13.** All license periods run from January 1<sup>st</sup> to December 31<sup>st</sup> yearly. Licenses will expire unless renewed or shelved by January 1<sup>st</sup> of each year. Renewal of an expired license is only permitted (1) if the person holding the expired license meets one of the criteria of Section 277.707(1) (L) of the Licensing Law and subject to the fine, successfully passes the Master Electrician Examination. Any license that has not been renewed by December 31<sup>st</sup> will not be renewed until the following criteria are met:

1. Licensee must appear before the Board.

2. Fine of not less than \$50.00 and not more than \$100.00 is paid.

January 1<sup>st</sup> through January 31<sup>st</sup> shall be \$50.00. February 1<sup>st</sup> through the last day in February shall be \$100.00. (Revised 11-10-2015)

3. If the licensee does not contact the Westchester County Department of Consumer Protection, Trades Licensing Division in writing by 5:00 p.m. on the last day in February, they will not be allowed to renew the expired license. If you wish to receive a license after March 1<sup>st</sup>, you will have to fill out an application, be approved by the Board to take the licensing exam and take and pass the licensing exam. (Revised 11-14-2012, 01-17-2017)

**14.** This rule shall be applicable to all electricians that are seeking to renew or shelve their license for 2015 and every year after. All electricians whether shelved or current will be required to take 4 hours of continuing education every year. All continuing education providers must be approved by the Electrical Licensing Board. No license or shelved license will be renewed without supplying the County with proof of taking the continuing education classes. If the Continuing Education requirements are not completed the license will not be renewed and the licensee will be subject to any penalties under the laws, rules and regulations.

Course providers seeking the approval of the Electrical Licensing Board shall submit written proposals.

Ten (10) copies that include the following:

1. Proposed curriculum appropriate for Master Electricians.

2. A detailed statement of the proposed provider's procedures for confirming the identity and attendance of individuals taking the course. All active license holders will have to show their current license and another I.D. All shelved license holders will have to show 2 I.D's. One will have to be a photo I.D.

3. The Board will notify the proposed course providers in writing of its approval.

4. No more than forty students per class.
5. Course provider must submit all sign in sheets, license numbers, and any other documents to show class completion within 48 hours to Westchester County Department of Consumer Protection, Trades Licensing Division.
6. Any course provider that is found to not follow the approved syllabus or have proper attendance records will be subject to review or suspension by the Electrical Licensing Board.
7. Other subjects may be added by the Westchester County Electrical Licensing Board.
8. A detailed statement (resume) of the providers qualifications, including but not limited to instruction staff names and qualifications, other jurisdictions in which the provider has been approved to provide continuing education classes. Everyone that is going to be teaching must be approved by the Board in advance. If a provider uses anyone other than the approved instructors, they will be subject to review and suspension by the Electrical Licensing Board.

The following must be included in the course:

1. Training on the 2017 version of the National Electric Code (NFPA 70). This is subject to change as the Board feels it is necessary.
2. Safety, OSHA and Electrical training.
3. A Thirty minute (30) review of the Westchester County Electrical Licensing Laws, and Rules & Regulations.
4. All training classes have to be held in Westchester County or at other locations approved by the Board
5. All continuing education providers will hand out to all attendees a copy of the Westchester County Electrical Licensing Law and Rules & Regulations for them to keep.

(Revised 3-11-2014, 01-17-2017, 09-10-19, 06-01-2020)

**15.** In regard to the licensing of Electrical Inspectors, The following shall apply:

1. The Board will recognize the following IAEI National Certification Program Construction Code Inspectors (NCPCCI) certifications: One and Two Family (2A) and General (2B).
2. As a substitution to the above, the Board will recognize either of the following IAEI Certifications: Certified Electrical Inspector-Residential or Certified Electrical Inspector-Master.
3. Prior to issuance of a license to an Electrical Inspector; the licensee must shelve his or her Westchester County Master Electrician license. The Master Electrician license shall be shelved for all subsequent years prior to renewing the Electrical Inspector License.
4. An Electrical Inspector shall be limited to performing electrical inspections solely on behalf of the employer or business entity listed on his or her license.
5. An Electrical Inspector shall prominently display his or her license on their person while performing their job related duties.

(Added 01-17-2017)