



## 2018 Application for West Virginia State Electrical Examination

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### IMPORTANT INFORMATION

Please type or print your information on the application legibly.

- Applications will **not** be processed unless completely filled out, signed & **accompanied by the exam fee**
- Check / Money Order made payable to the **WVSFMO** - We are **unable to accept CASH, 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 15 business days.
- Exam fees are **non-refundable**, 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 2017 National Electric Code Book, which are not provided by the fire marshal; they may be purchased at any electrical supply store. Standard 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 a Physician’s Statement with your initial application so that we can accommodate your needs.
- Your examination results will be mailed to you within 15 business 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. Give a short description of your hands-on job duties such as installed breakers, lighting, ran conduit, pulled wires.....Please do not attach a resume. If necessary make an additional copy of the work experience page.
- 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

**Test Locations:**

<b>Charleston:</b>	Civic Center	200 Civic Center Dr	Charleston, WV
<b>Charleston:</b>	Beni Kedem	100 Quarrier Street	Charleston, WV
<b>Wheeling:</b>	Wesbanco Arena	14 <sup>th</sup> Street	Wheeling, WV
<b>Clarksburg:</b>	United Technical Career Center	RT 19	Gore, WV
<b>Martinsburg:</b>	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, 2<sup>nd</sup> Floor  
 Charleston, WV 25301  
 (304) 558-2191  
[www.firemarshal.wv.gov](http://www.firemarshal.wv.gov)

# Qualification Requirements:

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## 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. 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 and 6 calculations 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 and 4 calculations 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.

## 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 <span style="float: right;">(please print neatly)</span>					
Last Name		First Name		M Int	
Mailing Address					
City		State		ZIP	
Home Phone		Cell Phone			
E-Mail Address					
Last 4 SS#	X X X - X X - _ _ _ _	Date of Birth			
Present Employer					
Employer Address					

### 2. Exam Level

Please check level of exam you wish to take

- |                                                          |                                              |                                                 |
|----------------------------------------------------------|----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Master \$ 25.00                 | <input type="checkbox"/> Journeyman \$ 25.00 | <input type="checkbox"/> Apprentice \$ 10.00    |
| <input type="checkbox"/> Fire / Burglar Alarm \$ 25.00   | <input type="checkbox"/> HVAC \$ 25.00       | <input type="checkbox"/> Electric Sign \$ 25.00 |
| <input type="checkbox"/> Single Family Dwelling \$ 25.00 |                                              |                                                 |

### 3. 2018 Exam Dates & Location

Please circle your preferred date / location

<b>Charleston</b>	Feb 13 Civic Center	Apr 17 Beni Kedem	Jun 12 Beni Kedem	Aug 14 Beni Kedem	Oct 23 Beni Kedem	Dec 4 Beni Kedem
<b>Wheeling</b>	Mar 6	Jun 12	Sep 11	Nov 13		
<b>Martinsburg</b>	Feb 6	May 2	Aug 7	Nov 13		
<b>Clarksburg</b>	Feb 20	May 22	Aug 21	Nov 27		

#### 4. 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			
Employer Name			
Employment City & State			
Employer Contact			
Dates of Employment			Total Months
Work Setting _____ Residential _____ Commercial _____ Industrial			
Duties Performed			

## 5. Formal Training

Have you completed an approved WV Dept. of Ed. (1080 hour) vocational course?  yes  no



**ATTACH A COPY OF YOUR CERTIFICATE OF COMPLETION**

Name of School

City & State

Have you completed a US Dept. of Labor approved, formal apprenticeship program?  yes  no



**ATTACH A COPY OF YOUR CERTIFICATE OF COMPLETION**

Name of Program

Sponsor

## 6. Process Preference

If the requested test date is already full, we will automatically schedule you for the next available date in the same location unless you note a different date/location choice below.

**Please mark your preference:**

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: \_\_\_\_\_