2020 Application for West Virginia State Electrical Examination

IMPORTANT INFORMATION

PLEASE MAKE SURE YOU HAVE THE MOST CURRENT APPLICATION WITH OPEN EXAM DATES
THE APPLICATION CAN BE FOUND ON OUR WEBSITE: WWW.FIREMARSHAL.WV.GOV

Please type or print your information on the application legibly.

• Applications will not be processed unless they are completely filled out, signed, include any additional required documentation, and are accompanied by the exam fee.

• Exam fee is payable via check or money order only. Please make payable to: WVSFMO.

• We DO NOT accept cash, debit or credit cards. Any checks that are returned as “insufficient funds” are subject to penalty as allowed by WV State Code.

• Exam fees are non-refundable; however, we do allow you to reschedule your exam if 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 at no additional cost.

• Work experience must be completed by 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-detailed description of your hands-on job duties such as installed breakers, lighting, ran conduit, pulled wire, ect. Please do not attach a resume. If necessary, make an additional copy of the work experience page.

• Each application MUST include a SIGNED SIGNATURE page.

• Provide an e-mail address only if you check it frequently in case we need further information.

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

• Once your application is reviewed you will receive written notification of acceptance or denial of your application within 15 business days.
• 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.

• Any code or reference materials found with written questions and answers will be confiscated and viewed as an attempt to cheat on the test.

• Any attempt at cheating will disqualify the applicant from testing.

• Exams begin at 9:00am with check-in beginning at approximately 8:30am. 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 a written request along with a Physician’s Statement with your initial application so that we can try to 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. DO NOT CALL THE OFFICE FOR EXAM RESULTS

• There is no set amount of time you must 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 and location. Applications must be received in our office at least 7 business days prior to the test date to be considered to sit for an exam.

If you need further information, please call (304) 558-2191 and ask to speak with licensing.

**Test Locations:**

**Beckley:** Academy of Careers and Technology  
390 Stanaford Rd  
Beckley, WV

**Charleston:** Beni Kedem  
100 Quarrier Street  
Charleston, WV

**Clarksburg:** United Technical Center  
251 Marietta Street  
Clarksburg, WV

**Martinsburg:** James Rumsey Technical Institute  
3274 Hedgesville Rd  
Martinsburg, WV

**Wheeling:** Wesbanco Arena  
14th Street  
Wheeling, WV

Please submit your completed application, all required documentation, and the exam fee via Check or Money Order (made out to WVSFMO) to the below address:

**OFFICE OF THE WEST VIRGINIA STATE FIRE MARSHAL**  
1207 Quarrier St  
2nd Floor Licensing  
Charleston, WV 25301
Qualification Requirements:

**Apprentice Electrician**
The only requirement is that you be 18 years of age. You are not required to complete the work experience part of this application; however, you must include the SIGNED SIGNATURE PAGE.

Your exam consists of 20 multiple choice code questions taken from the first four chapters of the 2017 National Electric Code Book.

**Journeyman Electrician**
To qualify to take the Journeyman exam, you must meet at least ONE of the THREE requirements below:

You must show at least 8,000 hours or 4 years (48 months) of actual, hands-on electrical work experience. All work experience shall consist of above ground structural wiring in accordance with the National Electric Code.  
**OR**

COMPLETED an apprenticeship program approved by the US Dept of Labor.  
**OR**

COMPLETED a West Virginia vocational course of not less than 1080 hours which has been approved by the West Virginia Dept of Education.

YOU MUST PROVIDE A COPY OF YOUR CERTIFICATE OF COMPLETION FROM 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.

**Master Electrician**
You must show at least 10,000 hours or 5 years (60 months) of actual, hands-on electrical work experience.

Work experience MUST include a mixture of residential, commercial and industrial experience. All work experience shall consist of above ground structural wiring in accordance with the National Electric Code.

Please note: Vocational training cannot be counted towards the required work experience.

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.

**Specialty Electrician** - HVAC; Electric Sign; Single Family Dwelling; Elevator; Low Voltage

You must show at least 4,000 hours or 2 years (24 months) of actual, hands-on electrical work experience in the specialty area for which you will be testing.

You may apply 1 year (12 months) of approved educational courses toward your work experience.

Your exam will consist of 20-25 multiple choice questions.
## Application for West Virginia Electrical Examination

### 1. Applicant Information (please print neatly) – All fields must be completed to process

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### 2. Exam Level

Please check level of exam you wish to take:

- ☐ Apprentice $10.00
- ☐ Journeyman $25.00
- ☐ Master $25.00
- ☐ Low Voltage $25.00
- ☐ HVAC $25.00
- ☐ Single Family Dwelling $25.00
- ☐ Electric Sign $25.00

### 3. 2020 Exam Dates & Location

Please circle your preferred date and location.

| Location      | JAN 14 | MARCH 10 | MAY 19 | JULY 14 | SEP 22 | NOV 17 | FEB 11 | APRIL 7 | AUG 18 | DEC 8 | JAN 28 | APRIL 28 | AUG 4 | DEC 8 | JAN 7 | MARCH 3 | APRIL 21 | JUN 30 | SEP 1 | DEC 1 | FEB 4 | MAY 19 | AUG 4 | NOV 17 |
|---------------|--------|----------|--------|---------|--------|--------|--------|---------|--------|------|--------|----------|------|------|-------|--------|---------|--------|-------|------|-----|--------|---------|------|------|-------|------|--------|------|-------|
| Charleston    | CLOSED | CLOSED   | CLOSED | CLOSED |        |        | CLOSED | CLOSED  |        |     | CLOSED | CLOSED  |      |      | CLOSED | CLOSED | CLOSED | CLOSED |      |      |     |     | CLOSED | CLOSED  |     |      |     |
| Beckley       |        | CLOSED   | ☐      |        |        |        |        | ☐      |        |     | ☐      |        |      |      | ☐     |        |        |        |      |      |     |     | ☐     |        |     |      |     |
| Clarksburg    | ☐      | ☐        | ☐      |        |        |        |        | ☐      |        |     | ☐      | ☐        |      |      | ☐     |        | ☐      | ☐     |      |      |     |     | ☐     |        |     |      |     |
| Martinsburg   | ☐      | ☐        | ☐      | ☐      | ☐      |        | ☐      | ☐      | ☐      |     | ☐      | ☐        | ☐    | ☐    | ☐     | ☐      | ☐      | ☐     | ☐    | ☐    | ☐ | ☐      | ☐        | ☐    | ☐    | ☐    |
| Wheeling      | ☐      | ☐        | ☐      | ☐      | ☐      | ☐      | ☐      | ☐      | ☐      |     | ☐      | ☐        | ☐    | ☐    | ☐     | ☐      | ☐      | ☐     | ☐    | ☐    | ☐ | ☐      | ☐        | ☐    | ☐    | ☐    |

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.
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5. Formal Training

Have you completed an approved WV Dept. of Ed. (1080 hour) vocational course? □ Yes □ No

**YOU MUST 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

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

Name of Program

Sponsor

6. 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. I hereby give permission to the Office of The West Virginia State Fire Marshal to contact any employer or school provided on this application to verify the information provided by the applicant is accurate.

Applicant Signature: _______________________________  Date: _______________________________

Please submit your completed application, all required documentation, and the exam fee via Check or Money Order (made out to WVSFMO) to the below address:

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