



RULES AND REGULATIONS

of the

BOARD

of

ELECTRICAL EXAMINERS

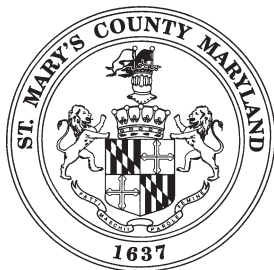
for

**ST. MARY'S COUNTY
MARYLAND**

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(Revised November 2014)



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WEBSITE:

www.stmarysmd.com

- St. Mary's County Government
 - Boards & Commissions
 - Electrical Examiners Board
- All Paperwork Available Online

St. Mary's County Electrical Board Rules & Regulations

1. ESTABLISHMENT OF BOARD

The Code of Public Laws of St. Mary's County entitled "Electrical Examiner" dated January 1939, Revised July 1972, and April 1990, established a Board to examine and license those who would install electrical wiring and apparatus in new and existing structures, buildings, outside display or signs, both commercial and residential, and alterations or repairs of electric wiring in such uses. The "National Electrical Code" as published by the National Fire Protection Association has been adopted as the standard for such work.

2. PURPOSE OF THE BOARD

- A.** The purpose of the Board is to enforce the Public Laws of St. Mary's County entitled "Electrical Examiners" (section 38 of code of Public Local Laws of St. Mary's County) and as amended any additional rules and regulations so adopted by the Board.
- B.** The Board shall also review all applications for Master, Restricted and Low Voltage licenses, administer and grade the examination and issue or renew licenses as required. The Board also prepares and grades homeowner's examinations that are administered by the Board.
- C.** The Board shall also maintain copies of records, applications, licenses, and correspondences sent or received by the Board. The Board shall insure that the County Government and County Inspection Agency have current record of all St. Mary's County licensed electricians.

3. MEETINGS

The Board shall regularly meet the first Tuesday of each month in Leonardtown, Maryland. Special meetings will be held as frequently as proper and efficient discharge of its business shall require. These special meetings will be held at a place and time so designated by the Board.

4. JURISDICTION OF THE BOARD

The jurisdiction of this Board shall be over the erection or repair of electrical wires or conductors to be used for the transmission of electric current for lighting, heat, and power; communication, low voltage wiring, fiber optics, moulding, ducts, raceways, or conduits for the reception or protection of such wires or conductors, or to

any electrical machinery, apparatus, devices or fixtures to be used for electric light, heat or power purposes within the boundaries of St. Mary's County, except for Federal Government property and transmission lines and apparatus own by SMECO.

5. COMPOSITION OF THE BOARD:

The Board of Electrical Examiners appointed by the Board of County Commissioners of St. Mary's County shall consist of at least five (5) persons, at least two (2) of which are competent St. Mary's County licensed Master electricians. The members of the Board so appointed shall service for a term as designated by the Commissioners of St. Mary's County.

6. LICENSES:

A. MASTER LICENSE

Minimum evidence to satisfactorily support the Master license application shall be as follows:

1. Applicant for examination for Master License shall have been regularly and principally employed or engage in electrical construction, maintenance, installation and repair of all types of electrical equipment and apparatus for not less than (7) seven years preceding the date of application under the direction and supervision master electrician, (3) three years during which the applicant supervised or was actively in charge of electrical installation work. The Board may credit not more than three (3) years for formal course study or professional training in electrical installation. If, in the opinion of the Board, the study or training, provided comparable experience and training otherwise attainable under the supervision of a master electrician or while employed by a government agency.

B. RESTRICTED LICENSE:

Minimum evidence to satisfactorily support the Restricted license application shall be as follows:

1. An applicant for examination for Restricted License shall have at least four (4) years experience in the general field of electrical equipment, installation and repair.
2. Training in technical schools may be substituted for not more than one (1) year of this requirement. Training and experience must be acquired within seven (7) years preceding this application.

C. LOW-VOLTAGE LICENSE:

Minimum evidence to satisfactorily support the Low-Voltage application shall be as follows:

1. An applicant for examination for Low Voltage License shall have at least four (4) years experience in the general field of electrical equipment, installation, and repair.
2. Training in technical school may be substituted for not more than one (1) year of this requirement. Training and experience must be acquired within seven (7) years preceding this application.

D. EXAMINATION QUESTIONS:

Examination questions are taken from the current bank of question provided by the Maryland Uniform Electrical Licensing Examination Committee, Inc. (MUELEC, INC).

7. DEFINITIONS:

The following words shall have the meanings indicated unless the context clearly requires otherwise:

- A. **Board** means the Board of Electrical Examiners of St. Mary's County, Maryland.
- B. **Electrical code or code** means the current edition of the National Electrical Code as amended by the National Fire Protection Association or any other electrical code adopted by the Board.
- C. **Inspection Authority** means the Agency that the St. Mary's County Government has established to perform inspections.
- D. **Master Electrician** means a licensed person, determined to be qualified by the Board of Electrical Examiners, who is engaged in the trade or business of or holding him/herself out to the public of installing, erecting and repairing or contracting to install, erect or repair electrical wire or conductors to be used for transmission of electric current for electric light, heat and power purposes; or mouldings, duct, raceways or conducts for the reception or protection of such wires or conductors or electrical machinery, apparatus, devices or fixtures to be used for electric light, heat or power purposes, or communication and signaling purposes or planning, estimating, laying out and supervising such electrical work.
- E. **Restricted Electrician** means a licensed person, determined to be qualified by the Board of

Electrical Examiners, who is engaged in the trade or business for the installation, repair, or maintenance of low voltage and low energy wiring and circuits for fire and burglar alarm systems as defined in the National Electrical Code. The license authorizes the holder to install a branch circuit from an existing distribution system to the equipment being installed.

- F. A **Low-Voltage Electrician** means a licensed person, determined to be qualified by the Board of Electrical Examiners, who is engaged in the trade or business for the installation, repair, or maintenance of low voltage communications systems listed in the following: Low Voltage systems, telephone, television (including cable), sound systems, public address systems optical fiber cables and intercom systems.

8. ENFORCEMENT

The St. Mary's County Board of Electrical Examiners is the authority having jurisdiction for the enforcement of the **Code** and the rules and regulations of the Board.

9. QUALIFICATION FOR EXAMINATION APPLICATION;

- A. Any person not meeting the requirements for obtaining a St. Mary's County Master, Restricted or Low-Voltage electrical license via reciprocal or statewide license shall make written request to the St. Mary's County Board of Electrical Examiners for an examination application. Upon request of the application the requester shall completely fill out the application and forward with present and past employer validation of minimum experience requirements.

- B. Application shall be mailed along with the examination fee to the Board of Electrical Examiners, PO Box 653, Leonardtown, Md. 20650. Check is to be made out the **Commissioners of St. Mary's County**. This fee entitles the applicant to one (1) examination. The applicant can reapply to take the examination two more times if failed initially. If the exam is failed three (3) consecutive times, the applicant must wait one (1) year to again be eligible to take the exam.

10. EXAMINATION:

- A. The passing grade for Master, Restricted and Low-Voltage examinations is 70 percent.

- B. Examinations are given twice (2) yearly in January and July.
- C. All examinations are written.
- D. All examinations are held in English, will be open book on the most recent published edition of the National Electrical code.
 - 1. The Master Electrician examination will cover all major portions of the National Electrical Code, theory questions applicable to electrical installation work in St. Mary's County. The exam will consist of 50 one-point, 10 two-point questions and 6 five-point problems.
 - 2. The Restricted Electrician examination will cover all major portions of the National Electrical Code applicable to electrical installation for fire alarm and Burglar Alarm Systems. The exam will contain 25 three-point, plus 1 twenty-five-point problem.
 - 3. The Low-Voltage Electrician examination will cover all major portions of the National Electrical Code applicable to the electrical installation of low-voltage systems, telephone, television (including cable), sound systems, public address systems, intercom systems, community antenna and radio system, plus other applicable code sections. The exam will contain 50 - 2 point questions.
 - 4. Examination questions are taken from the current bank of questions provided by the Maryland Uniform Electrical License Examination Committee (MUELEC, INC).
 - 5. Any person taking the exam and achieving score of 60% will be granted a review of his/her exam by the Board upon written request and allowed to retest within 90 days.
 - 6. If there are questions regarding validation of experience or additional time required, the Board may require additional information from the applicant.
 - 7. Along with the exam application form the applicant is required to include copies of other licenses held, certificates of training and **notarized** copy of experience validation by current and past employers.

11. LICENSES:

The following licenses shall be issued:

- A. Master electrician
- B. Restricted electrician
- C. Low-Voltage electrician
- D. Homeowners

12. HOMEOWNERS:

Homeowners shall be issued a Homeowners license to perform electrical wiring in their own home under the following conditions:

- A. Complete application form from the St. Mary's County Office of Planning & Zoning.
- B. Pass written test on the current National Electrical Code given by the Board.
- C. Obtain a passing score of 70 percent or more.
- D. Submit drawing showing how circuits are connected.
- E. The Homeowner's license does not allow the Homeowner to up-grade the electrical service on an existing home.

13. FEES:

MASTER, RESTRICTED AND LOW-VOLTAGE ELECTRICIAN LICENSES:

- A. Original issuance fee----- \$150.00
- B. Reinstatement fee ----- \$25.00
- C. Homeowner exam ----- \$150.00
- D. Master/Restricted/Low-Voltage Exam ----- \$25.00
- E. Late fee ----- \$50.00

14. ISSUANCE OF LICENSE:

- A. License Renewal – Master, Restricted and Low-Voltage Electrician Licenses are Renewable every two (2) years (in the odd number year) by July 1st. Letters will be sent to current license holder in the month of April preceding the expiration date of the license. Electricians who are delinquent in renewing their license past July 31st will be charged a \$50 penalty. License not renewed by October 1st will be **VOIDED**.
- B. Initial License Issue – Master, Restricted and Low Voltage Electrician Licenses will be issued after Board's receipt of application, insurance validation, and payment of license fee. Applicants who pass the Master, Restricted and Low Voltage exam and who do not request their license be issued within three (3) months after the exam will require re-examination prior to issuance of their license.

- C. Cards – Licensed Master, Restricted and Low Voltage Electricians will be issued wallet size identification cards that shall be carried at all times when performing work. Employees of Master, Restricted and Low Voltage Electricians will also be issued identification cards that shall be carried at all times when performing work under employment by Master, Restricted or Low Voltage Electrician.
- D. Bond Requirements – No bond is required to hold a St. Mary’s County license.

15. RECIPROCAL

Maryland House Bill No. 501, titled, “Reciprocity for Electrical License,” effective 1 July 1976, codified as Article 56, Section 321, Annotated Code of Maryland, entitles eligible persons holding active Electrical Licenses in Maryland, upon request, to receive a reciprocal license in another County or City of this State without an examination. To be eligible for a reciprocal electrical license, a person must be a resident of this State or have a principal place of business legally established in this State, have no current record of violations of regulations or have a suspended license and who, immediately prior to applying, has held his license for more than one year.

- A. St. Mary’s County Electrician license holder who meets the requirements of House Bill 501 can apply for reciprocal license in another County or City by doing the following:
 - 1. Request letter from the St. Mary’s County inspection agency validating license is free of violations.
 - 2. Request letter from St. Mary’s County Electrical Board validating that the license is an active status and how it was obtained.
 - 3. Request required application from County or City from which reciprocal license is being requested
 - 4. Pay license fee.
- B. A person holding a valid Electrician license in another County or City in Maryland may obtain a St. Mary’s County license by doing the following:
 - 1. Send valid copy of other County license.
 - 2. Letter from inspection agency validating the license is free of violations.
 - 3. Letter from Electrical Board validating type of license and how and when it was obtained.

4. Copy of driver license.
 5. Pay license fee (checks made out to the **Commissioners of St. Mary's County**).
 6. Copy of current certificate of General Liability insurance.
 7. Fill out application form provided by the St. Mary's County Electrical board
- C. A person holding a valid Maryland Statewide Electrical license may obtain a St. Mary's County Electrical license by doing the following:
1. Copy of active State license
 2. Copy of driver license
 3. Current General Liability insurance.
 4. Pay license fee.
 5. Complete application form provided by the St. Mary's County Electrical Board.

16. RULES AND REGULATIONS:

- A. All correspondence that requires Board actions shall be made in writing to the Board, by mail or email.
- B. No license shall be granted to a Firm or Corporation.
- C. A Company, Firm or Corporation may be represented by more than one duly license Electrician at any one time.
- D. No duly licensed Electrician shall represent more than one Firm, Company or Corporation at any one time.
- E. No electrician license shall be granted to any person under the age of 21 years.
- F. Should any person holding a St. Mary's County Electrical license desiring to SHELVE his/her license with the Board shall upon written request and payment of license fee, be granted. Any License Electrician whose license is SHELVED with the Board, and so notified the Board in writing, his/her license shall be returned to the active status at the next regular Board meeting, provided no violations exist against the rules of the Board.
- G. A License Electrician holding a license, shelved with the Board, shall be granted a renewal of said license provided application and fee for renewal is made to the Board before July 1st of that said year.

- H.** All electrical inspections in St. Mary's County shall be done by the Inspection Agency contracted by the St. Mary's County Government.
- I.** An inspection application must be filed with the Inspection Agency contracted by the St. Mary's County Government, for all electrical work done in this County.
- J.** The Inspection Agency contracted by the St. Mary's County Government shall notify the Board in writing of any outstanding violations over 60 days. The Board upon receipt of notification from Inspection Agency of any violations outstanding for 60 days shall take appropriate action according to the Public Laws and/or Rules and Regulations governing the said Board.
- K.** The Board shall give a written notice to the Inspection Agency contracted by the St. Mary's County Government and SMECO give the names of all new, renewed, revoke or shelved licenses issued by the Board.
- L.** The Board shall give written notice to the Inspection Agency contracted by the St. Mary's County Government of any changes or additions to the Board's rules and regulations.
- M.** In the event of death of a Master Electrician holding the license for a firm, company or corporation, the survivors shall make written application to the Board for a temporary license. The Board may issue a 180 day temporary license to a qualified member so designated to represent the firm, company or corporation upon a successful oral exam given by at least two members of the board. This 180 day temporary license shall only be used to complete the work already in progress within the boundaries of St. Mary's County. In order for the firm, company or corporation to contract for new electrical work within St. Mary's County, its representative must complete an application for examination and obtain a grade of at least 70% or obtain license by reciprocity. The Board will have the authority to waive or amend this rule as individual circumstances may require.
- N.** No licensed contractor, licensed with this Board, shall file for an inspection permit on any electrical work not personally supervised or contracted by him. Penalty for violation of this rule may cause revocation or suspension of the current license of said Master, Restricted or Low Voltage Electrician.
- O.** All persons holding a Master's, Restricted or LOW

Voltage Electrician License shall display same in a conspicuous place in the office or place of business of the licensees. The licensee shall also display on his/her business vehicle the license number and the name under which they are trading as.

- P.** A licensee with a Master, Restricted or Low-Voltage license shall not change his/her business name or “trading as” more than one time during a twelve (12) month period.
- Q.** Any change of name, address, or employment by a licensee from that which appears on the current license must be reported to the Board, in writing, within 10 days of the change.
- R.** A licensee may commence work on another licensee's work under one or more of the following conditions:

 - 1. The original licensee has withdrawn from work and has sent written notice to the Board and the Electrical inspector.
 - 2. The original licensee has been formally removed from the work by the Board.
 - 3. The original licensee has defaulted. The Board can authorize a new licensee to complete the electrical work.
 - 4. The property owner defaults and property is transferred to a new owner. The new owner must give written notice to the Board explaining the details of the transfer.
 - 5. The general contractor defaults and the owner wishes to have a different licensee complete the work. The owner must give written notice to the Board explaining the circumstances before electrical work can commence.
- S.** A licensed Master, Restricted or Low-Voltage Electrician may not use his/her license merely as a front to permit a person not licensed in St. Mary's County to engage in the business of Master, Restricted or Low-Voltage Electrician in St. Mary's County or to perform any of the kinds of work which a licensed Master, Restricted or Low-Voltage Electrician may perform.
- T.** The licensee is responsible that all work done by him/her or under his/her license be done in a neat and workmanlike manner and in accordance with the current National Electrical Code and the St. Mary's County Board of Electrical Examiners.

17. MOBILE HOMES:

For additions to mobile homes without the State approved certificate the feeder branch circuit and wiring in the addition must be separate. For mobile homes with

the approved Maryland certificate and prior approval granted by the Electrical Inspector the branch circuits can be an integral part of existing trailer wiring.

18. REVOCATION OR SUSPENSION OF LICENSE:

The Board shall have the power to revoke, suspend, or refuse to renew the license of any licensee who shall be found guilty of any one or more of the following:

- A. Fraud or deceit in obtaining a license.
- B. Aiding, abetting or knowingly combining or conspiring with any person with the intent to evade the provisions of these rules.
- C. Willful and deliberate violation of the National Electrical and the laws of the County and the State of Maryland.
- D. Abandonment or willful failure to perform, without justification any contract for electrical installation or willful deviation from or disregard of plans or specification in any material respect without consent of the other party to the contract.
- E. Failure in any material respect to comply with the provisions of these rules and regulations or other appropriate laws and failure to correct promptly, upon notice, any failure to comply with the National Electrical Code or laws of the County or State.
- F. Diversion of funds or property received for a specified purpose in the prosecution or construction project, or operation and their application or use for any other project or operation, obligation or purpose with the intent to defraud or deceive creditors or the party to the contract.

19. APPEALS:

Any person who feels aggrieved by any action of the Board in denying, revoking, or failing to re-issue his/her license may appeal therefrom within thirty (30) days to the Circuit Court of St. Mary's County. The decision of the Board shall be prima facie correct and the burden of proof shall be on the appellant to show that the Board acted contrary to the law, fraudulently, arbitrarily or capriciously. The appellant shall be heard on records and proceedings of the Board, which shall be certified to the Court by the Board within fifteen (15) days after service on the Board of a notice to appeal. The Court shall, in its absolute discretion, permit the appellant or the Board to present any evidence that they shall deem relevant. The Court may affirm, reverse or modify the decision of the Board and the decision of the Court shall be final.

