



## Office of Consumer Protection

50 Sanatorium Road, Building A, 5<sup>th</sup> Floor, Pomona, NY 10970  
Phone: (845) 364- 3901 Email: CPLCAL@co.rockland.ny.us

**Kimberly Von Ronn, Esq.**  
Director and Public Advocate

Dear Master Electrician Applicant:

Chapter 250 of the Laws of Rockland County requires persons conducting business as Master Electrician to obtain a Rockland County license.

Before filling out the enclosed application, please be sure to read the instructions carefully. Note, the experience record portion of the application and child support form must be notarized.

**The filing of an application does NOT constitute permission or authority to operate, solicit or advertise an electrical business. A license must have been issued and in your possession before any operation may be legally conducted.**

Conducting as a Master Electrician in Rockland County without a license is a crime as well as a civil violation. The criminal penalty upon conviction is a fine up to \$1,000 and/or up to 1 year in jail. The civil penalty is a fine up to \$5,000 per day of unlicensed work and/or impoundment of your vehicles and equipment.

The Office of Consumer Protection is available to assist you in the application process. Please do not hesitate to contact us to answer any questions.

Sincerely,

Kimberly Von Ronn, Esq.  
Director & Public Advocate



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## MASTER ELECTRICIAN LICENSE APPLICATION INSTRUCTIONS

Failure to complete the required information may result in the delay or rejection of your application. Do not leave portions blank. Complete all required sections; write N/A, if appropriate. Providing false or misleading information in the application may result in the denial of your application and subjects you to suspension or revocation, if license is issued, as well as possible criminal penalties pursuant to Penal Law Section 175.

**To prevent delays or rejection, please ensure you thoroughly read and follow all instructions to submit a complete application.**

### 1. Application Requirements

- ❖ Applications must be filled out *completely*. Incomplete applications may be rejected.
- ❖ Required forms and documents must accompany the application.
- ❖ Fees must be paid before Application will be reviewed.
- ❖ Application must be signed and notarized.

### 2. Fees

- ❖ All fees are non-refundable, regardless of whether an application is approved, and a license is issued. Payment can be made by Credit Card, Check, or Money Order payable to: *Rockland County Commissioner of Finance*.
- ❖ Each application is \$250.

### 3. Annual License Renewal

- ❖ Licenses are valid for 1 year from the time license has been issued. Licenses must be timely renewed with required documentation and annual fee.
- ❖ Renewal Application fee is \$400 for NYS Residents, and \$500 for out of state residents.

### 4. Photo Identification

- ❖ Valid Driver's License **with clear image of the applicant** must be submitted.
- ❖ Other forms of government photo identification are accepted

5. **Photo of Applicant**

- ❖ Enclose two (2) recent 2" x 2" photo (passport style) of applicant with application.

6. **Experience Record and Earnings History**

- ❖ Trade related work experience record must be completed by Applicant.
- ❖ Earnings History must be completed by Applicant and supported with the following documents:
  - Detailed Earnings Information (Form SSA-7050-F4) available through record requests at your local Social Security Office.  
**Note:** it takes nearly 4 months for the above form request to be processed.
  - Wage and Tax Statements (W-2's)

7. **Education:**

- ❖ Official Certified High School Transcript – to be mailed by educational provider
- ❖ If claiming vocational training as part of your requisite trade experience, a Diploma from a higher education provider must be submitted along with the application.

8. **Letters of Reference:**

- ❖ Two (2) Letters of Reference verifying the type of work performed.
  - Letters may be from Former Employers, Customers, Architects, Engineers, Building Inspectors or Certified Contractors in the trade. Applicant cannot write a letter on behalf of the reference.
  - Letters MUST be on official BUSINESS LETTERHEAD and contain the following:
    - Name, Address and Telephone Number of individual writing letter
    - Length of time Applicant known
    - Relationship to Applicant
    - Exact dates of employment, or years of professional relationship
    - Employment capacity
    - Duties and Responsibilities, or Business / Profession of Reference
    - Include what Municipal or State licenses Reference holds
  - Letters must be personally written and signed by Reference, not the Applicant.
  - One of the Two Reference Letters may be from a customer, and contain the following:
    - Customer Name, Address, Phone Number
    - Must state the Jobsite Address, Time Frame of the Job, Type of Work performed by the Applicant, and Quality of the Work
    - Letters must be personally written and signed by Customer, not the Applicant.
- ❖ References may be contacted to verify experience of Applicant.
- ❖ If Reference Letters do not contain sufficient information to determine extent of your experience, you will be asked to submit additional reference letters.

9. **Child Support Certification**

- ❖ Applicant must submit a Complete Child Support Certification Form. Child Support Forms must be notarized.

**Persons who are four (4) months or more in arrears in child support or who have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding may be subject to suspension of their business, professional, drivers and/or recreational licenses and permits. *NYS General Obligations Law § 3-503.***

**The intentional submission of false written statements for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable pursuant to Section 175.35 of the New York State Penal Law.**

10. **Criminal Convictions**

- ❖ Applicant will be required to list any criminal convictions of all Persons identified above.
- ❖ A criminal conviction does not represent an automatic bar to licensure. Each case is considered and evaluated on an individual basis in relation to the type of work performed.

11. **Unsatisfied Judgments**

- ❖ Applicants will be required to list any unsatisfied judgments of the business, and an explanation of affirmative steps actively being taken to satisfy the judgments, with a letter from an Attorney, Accountant or Creditor attesting to said explanation.

12. **Written Examination & Fees**

- ❖ Each applicant must take and pass (score 75%) a written examination administered in accordance with Rockland County Law Chapter 250-3 prior to the issuance of a license.
- ❖ Written examinations are administered quarterly on a scheduled to be determined by the Office of Consumer Protection.
- ❖ Time and place for the written examination shall be scheduled only after the application paperwork is complete and the Electrical Licensing Board approves the application.
- ❖ Reasonable accommodations, including language translation, offered upon request, will be at the applicants expense.
- ❖ Applicants who fail the examination two times must wait a period of six months before being eligible for further examination.
- ❖ Fee for a re-test is \$125.00 (non-refundable)
- ❖ Applicants who pass the examination must provide current General Liability, Worker's Compensation, Disability insurance, in addition to corporate documentation, and affidavits of judgement (if applicable) prior to the issuance of a license.

13. **Continuing Education Requirements**

- ❖ Must obtain current National Electric Code (NEC) Certification from an approved [Rockland County Continuing Education Provider](#), will be required annually for renewal.

**MASTER ELECTRICIAN LICENSE EDUCATION &  
WORK EXPERIENCE REQUIREMENTS**

Applicants must demonstrate at least **7.5 years of qualifying experience** performing electrical work for the public at large. This experience must involve **hands-on work (using tools)** in the installation, alteration, and repair of electrical wiring and equipment for electric light, heat, and power in or on buildings, in compliance with the **National Fire Protection Association's National Electrical Code (NFPA NEC)** or equivalent municipal codes within the United States.

The following chart outlines how **education and training may be credited toward the 7.5-year practical experience requirement:**

<b>Education Type</b>	<b>Experience Requirement / Credit Toward 7.5 Years</b>
<b>High School Graduate or Equivalent (Electrician)</b>	Full <b>7.5 years of hands-on experience</b> is required.
<b>Electrical Engineering Graduate</b>	<b>3.5 years (Bachelor's)</b> or <b>2.5 years (Master's)</b> of <b>hands-on experience</b> required.
<b>High School Graduate + Vocational/Industrial/Trade School Graduate (in Electrical Wiring)</b>	<b>5.5 years of hands-on experience</b> required.
<b>College or University Coursework in Electrical or Mechanical Engineering</b>	Up to <b>50% of the 7.5-year requirement</b> may be credited based on completed coursework (maximum <b>2.5 years</b> ). <b>At least 5 years must be hands-on experience.</b>
<b>Vocational/Industrial/Trade School Coursework (non-graduate)</b>	Up to <b>50% of the 7.5-year requirement</b> may be credited based on coursework (maximum <b>2 years</b> ). <b>At least 5.5 years must be hands-on experience.</b>

**Note:** All applicants must have at least a **high school diploma or equivalent** (e.g., GED).



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## MASTER ELECTRICIAN LICENSE APPLICATION CHECKLIST

Use this courtesy Checklist to confirm you have all the required documents to complete your application. Failure to submit a complete application may result in your application being rejected or delayed.

- Application Form
- Earning Records for 7 ½ years of the last 10 years working in the Electrical trade
  - Detailed Earnings Information (Form SSA-7050-F4)
  - IRS Tax Forms W-2's
- Two (2) Letters of Reference
- Two recent 2" x 2" photos of applicant
- Official High School Transcript
- Child Support Certification
- Color Photocopy of Valid Driver's License
- License Fees
  - Application - \$250
    - Check or Money Order: Payable to *Rockland County Commission of Finance*
    - If you prefer to pay by Credit Card, you will be invoiced at the time of processing
  - Vehicle Decal Stickers- \$10 each sticker (you will be invoiced prior to the issuance of license)



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# MASTER ELECTRICIAN LICENSE APPLICATION

## PART I. CONTRACTOR INFORMATION

Answers to all questions must be accurate and complete. Please do not leave blank spaces. Write N/A as needed. Please be advised you have 1 year from the date you submit the application to be approved and pass the required master electrician examination. You cannot sit for the exam until your application is approved by the Board. As such, do not submit an incomplete application without all required documentation. Incomplete applications will result in a delay and affect the amount of time you have to pass your required exam.

**False statements made herein are punishable by a Class A Misdemeanor pursuant to 210.45 of the NYS Penal Law.**

Name of Applicant (Last, First, Middle): \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Sex (circle): Male Female

Home Street Address: \_\_\_\_\_

Town/Village: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Personal Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_ .com

**Note: Email address must be legible, accurate and regularly monitored as it will be used to create your online profile, and you will receive important notifications regarding your license via this email.**

## PART II. QUALIFYING EXPERIENCE RECORD

I have at least \_\_\_\_\_ years of experience in the Electrical Trade, which demonstrates my competence to operate an Electrical Business.



**B. Earnings History**

List the annual salary you earned for the past 10 years. You must establish a minimum of 7 ½ years of qualifying experience over the past 10 years. If you worked for an employer for several years, list every year employed and salary for each year.

Example:

Year	Salary Earned for Year Listed	Employer
20 24	\$ 67,000.00	ABC Electrical, Inc
20 23	\$ 65,000.00	ABC Electrical, Inc
20 22	\$ 64,000.00	EFG Electrical Company, Inc

Note: Certified Social Security Records must be submitted with application.

Year	Salary Earned for Year Listed	Employer
20__	\$	
20__	\$	
20__	\$	
20__	\$	
20__	\$	
20__	\$	
20__	\$	
20__	\$	
20__	\$	
20__	\$	

**C. Provide a list of three (3) electrical installations performed by you within the last year, as well as the name and address of such installations.**

Customer or Business Name	Address	Description of work

**D. Theoretical or Educational Experience**

Submit an official certified high school transcript with your application as well as a diploma from a U.S Department of Labor approved trade school if using education and or vocational training to establish experience.

Name of High School: _____
Address: _____
Start Date: _____ End Date: _____ Degree Received: _____
Name of Trade School (if any): _____
Address: _____
Start Date: _____ End Date: _____ Degree Received: _____

**E. Other Background Information**

1. If you have been previously licensed in Rockland County, provide license number. If not applicable, write N/A.

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2. List contractor, trade or professional licenses you hold or have held in the past. Provide jurisdiction, license type and license number. If not applicable, write N/A.

Jurisdiction	License Type	License Number

3. Has any trade or professional license ever been denied, cancelled, suspended or revoked?

<input type="checkbox"/> No	<input type="checkbox"/> Yes
If yes, explain.	

4. Have you been convicted of a crime within the last ten (10) years? Do not include minor traffic violations.

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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If Yes, attach a list of all criminal convictions including date, name, charge, and disposition—court and date.

5. Does the business have any outstanding judgments? If yes, provide letter from attorney or accountant explaining how you are actively resolving the judgments.

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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**False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.**

\_\_\_\_\_  
Signature of Applicant

Note: Digital / Typed signatures are not accepted.

SWORN BEFORE ME THIS DATE

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
COMM. OF DEEDS - NOTARY PUBLIC

County of \_\_\_\_\_

No. \_\_\_\_\_



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TO: Licensees & Applicants

RE: Child Support Certification

New York State law (General Obligation Law, Section 3-503) **REQUIRES** this office to gather information to allow the Department of Social Services to determine if applicants for a license issued by this office and those seeking to renew their license are in default of their obligation to pay child support.

Therefore, you must fill out the attached form completely and sign same before a notary. The information you supply will be checked by the Department of Social Services against a nationwide database to confirm that you are not in default on child support obligations.

**PLEASE TAKE NOTICE** that providing false information may result in criminal charges and, in addition, may result in the denial of your application or renewal of your license.

**PLEASE TAKE FURTHER NOTICE** that any persons who are four months or more in arrears in child support or who have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding may be subject to suspension of their business, professional, drivers and/or recreational licenses and permits including, but not limited to, licenses issued pursuant to section 11-0713 of the environmental conservation law.

Thank you for your cooperation in this matter.

Attach.

