

Electrical License Board of Examiners  
Office of the City Clerk  
433 River St. Suite 5001  
Troy, New York 12180  
(518) 279-7134  
[cityclerk@troyny.gov](mailto:cityclerk@troyny.gov)



## Application for Master Electrician License

## **EXAM**

Your application will be reviewed by the Board of Electrical Examiners. Upon approval by the Board, you will be informed of the next scheduled exam date. The exam fee is \$100 which you can pay via cash or check at the time of the exam. Checks should be made out to Troy City Clerk.

The exam consists of 25 questions based on the 2017 National Electrical Code. The written exam is open book so please bring your code book and a pen or pencil with you.

If you have a documented disability and require special accommodations, let the City Clerk know as soon as possible so arrangements can be made.

New York State law requires that you submit either proof of workers' compensation/disability insurance (Form C-105.2) or proof of exemption (Form CE-200). Go to <http://www.wcb.ny.gov/> for more information. Note: you must submit one of these forms at the time of the exam. A written statement is not acceptable.

You must pass the exam with a grade of at least 75%. If you pass the exam, the license will be issued for an additional \$200 fee, payable via cash or check at the City Clerk's Office. Checks should be made out to Troy City Clerk. The license will expire on December 31 regardless of when it was issued.

If you fail the exam, you shall be entitled to a re-examination after a 90-day period. If you fail a second time, you will be eligible for re-examination six months from the date of the second exam.

## **RENEWAL**

Each licensed Master Electrician must submit a complete renewal application each year. The application will be mailed to you in early October and must be postmarked no later than December 15.

Your complete renewal application must include the following items:

- City law requires proof of completion of at least six hours of continuing education in the electrical field. Approved online courses are available here: <https://www.jadelearning.com/continuing-education/license-renewal/ny-t-electrical/>
- New York State law requires proof of workers' compensation/disability insurance (Form C-105.2) or proof of exemption (Form CE-200). Go to <http://www.wcb.ny.gov/> for more information. Note: you must submit one of these forms. A written statement is not acceptable.
- A check in the amount of \$200.00 made payable to Troy City Clerk. You may also pay in cash at the City Clerk's Office.

Incomplete applications will be considered late. The City Clerk will accept late renewal applications within nine months of the deadline for an additional \$250 late filing fee (\$450 total). After nine months, the exam must be retaken.