



DIVISION OF PLANNING AND PERMITTING
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

30 NORTH MARKET STREET • FREDERICK, MARYLAND 21701
PHONE (301) 600-2313 • FAX (301) 600-2309

September 13, 2023

To Whom It May Concern:

The Frederick County Electrical Board has designated the date of **Thursday, October 19, 2023** to give the examination to qualified applicants for Restricted License in Frederick County.

Attached you will find:

- ❑ An application form, which will be submitted to this office with all required information. Fill out the application completely to be considered.
- ❑ A copy of Section 1-7-93 of the Frederick County Electrical Ordinance indicating the qualifications the applicant must have to take the licensing examination
- ❑ A copy of the electrical work verification form (which can be used in lieu of a letter) for documentation of your work experience. Only original documents will be accepted (no copies). The documents must be notarized. This office will verify all documents submitted.

If your employer wishes to send a letter of work verification it needs to:

- ❖ list the applicants name & address
- ❖ state the time frame of employment
- ❖ list applicants job duties (detailing electrical duties)
- ❖ be original letter (no copies)
- ❖ be signed by master electrician for whom you work(ed), stating his/her license number, stating the state or county he/she holds a master license or equivalent to a Master Electrician (your credentials must accompany this form to verify equivalency)

Application must be accompanied by a check in the amount of fifty seven dollars (\$57.00), made payable to Frederick County. This is a non-refundable fee.

If you have taken the test on a previous date, please indicate this on your application.

Your application and related materials must be received in our office no later than **4:00 PM on Friday, October 6, 2023**. Applications cannot be accepted after that time.

Note: If full instructions are not followed correctly and completely, your application and materials will be returned to you.

If you have any questions, please feel free to contact this office at 301-600-6721.

Sincerely,

Emily Pearl
(on behalf of Shannon Walters,
Secretary of the Frederick County Electrical Board)



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Date: _____

Full Legal Name: _____

Address: _____

Town _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Circle the type of license: Restricted - Low Voltage – 50 Volts or Less

Have you taken the examination before? (Yes or No) _____ If yes, list date of exam _____

Employer(s):

Name of Company: _____

Dates of Employment: From _____ To: _____

Position with Company _____

Type of Work Experience (Performed by you): _____

Name of Company: _____

Dates of Employment: From _____ To: _____

Position with Company _____

Type of Work Experience (Performed by you): _____

Name of Company: _____

Dates of Employment: From _____ To: _____

Position with Company _____

Type of Work Experience (Performed by you): _____

If you need to list more companies, list them on another sheet of paper and attach it to this application.

Signature _____

Note: You must attach a letter verifying your employment from your employer(s). We will only accept **originals** (no copies will be accepted). All letters from employer **must be notarized**. If applying by combination of work experience and scholastic record, copies of related school certificates and verification of employment letters must be submitted with application.



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Qualification Requirements for taking the Electrical Examination

According to the Frederick County Ordinance:

Master Electrician – Restricted

Section 1-7-95

(c) The applicant for a master electrician-restricted license shall satisfactorily establish that he has been actively in charge of electrical installation work under the supervision of a master electrician or master electrician-general or master electrician -restricted in the particular branch or branches applied for, for the period of at least two (2) years, or equivalent as determined by the electrical board and shall pass an examination with respect to the particular branch or branches to be covered by the license applied for.

Application for Examination and Issuance Generally

Section 1-7-93

(A) The master electrician-restricted license application shall be made on a form supplied by the county, which form shall show the following:

- (1) The number of years the applicant has been engaged in electrical work;
- (2) The type or types of work in which the applicant has been engaged and length of time for each;
- (3) The name and address of present employer;
- (4) The name and address of last previous employer.

(B) The Electrical Board is authorized to make a decision to issue a license to an applicant who can certify successful completion of technical or vocational education in lieu of, in whole or in part, field experience, upon presentation of scholastic records.

(C) Any outstanding violations may be cause for rejection of application.

(D) A license is to be in an individual name only. Frederick County will not license companies, only individuals.

(1959 Code, § 43B-IV(A)-(D)) (Ord. 77-11-88, 8-22-1977; Ord. 94-23-118, §§ 6, 13, 11-15-1994; Ord. 14-23-678, 11-13-2014; Bill No. 22-02, 3-1-2022)



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VERIFICATION OF ELECTRICAL WORK

(This form may be used instead of a letter)

To: Frederick County Electrical Board

This is to verify that:

Legal Name: _____

Address: _____

Has been employed at my company from _____ to _____

Giving him/her a total number of _____ years and _____ months.

The employee job duties that involve electric include: (list specific detailed types of electrical work. This will determine your employee's qualifications to take the electrical examination)

You may list additional information on a separate sheet of paper and attach it to this form.

I, _____ certify that I am a Master Electrician. My license number is _____

(Your Name)

Registered in the State of _____ or County of _____.

Signature _____

Printed Name _____

Or

I, _____ am the equivalent to a Master Electrician (Your credentials must

(Your Name)

accompany this form to verify equivalency)

Signature _____

Printed Name _____

Notary Seal

Notary Public _____

My Commission Expires _____