

5 Steps to Obtaining Your Hawaii Supervising Electrician's License

Step 1. Sign up for the exam.

Qualifications: Eligibility to sit for a license qualification exam is determined by the State of Hawaii Board of Electricians and Plumbers. For an application and detailed information about eligibility requirements, write or phone:

State of Hawaii
Board of Electricians and Plumbers
PO Box 3469
Honolulu, HI 96801
Phone: 808-586-3000
Web: www.hawaii.gov/dcca/areas/pvl

To be licensed in Hawaii you need:

- proof of workers' compensation insurance
- bodily injury liability – \$100,00 each person, \$300,000 each occurrence
- property damage liability – \$50,000 each occurrence
- place of business in Hawaii – post office box not accepted
- pass an exam on business, law, and a trade

Registration: The State of Hawaii Board of Electricians and Plumbers has contracted with Thomson Prometric to administer exams. To register, please contact Thomson Prometric via website, telephone, or mail:

Thomson Prometric
354 Uluniu Street, Suite 308
Kailua, HI 96734
Phone: 808-261-8182
Web: www.experioronline.com

Exam Fees: The fee for taking the exam is \$85, plus an additional \$5 for use of the *Code-book* during the examination.

Step 2. Purchase the required books for your exam.

To find out what documents and books the State of Hawaii requires for this exam, follow this link to the list of documents and books on your state's exam page of our website: <http://www.constructionbook.com/contractor-license/hawaii/index.asp>. You must purchase these documents and books in preparation for the exam and bring them with you on testing day for the open book portions of the exam.

Step 3. Start studying!

To fully prepare for your exam it is best to thoroughly study the required documents and books, as well as any recommended studying materials. The amount of preparation time needed will be different for each individual. Be sure to allow yourself enough time to fully prepare for the exam.

Step 4. Follow the rules.

Candidates should bring the following items to the examination:

- Admission Letter;
- Current, government-issued photo ID, such as a driver's license or passport;
- Silent, battery powered or solar powered calculator. No tape-producing calculators are allowed;
- Two sharpened No. 2 pencils;
- Approved reference materials.

Step 5. Good luck on the exam!

It is best that you arrive at the examination site at least 30 minutes prior to your scheduled exam time on the day of testing.

The exam has two parts -- Part One is the Business and Law and Part Two concerns the specific trade you want to be licensed in. The **Business and Law** part of the exam covers:

<u>Subject</u>	<u>% of Questions</u>
Contract management	18
Estimating & bidding	12
Licensing	10
Risk management	10
Project management	9
Financial management	9
Safety	7
Labor laws	7
Tax laws	6
Public works law	5
Lien law	4
Business organization	3

The **Supervising Electrician Exam** is an open *Code-book*, multiple-choice test consisting of 70 questions with a 4-hour time limit. The test covers the following subject areas:

<u>Subject Area</u>	<u>% of Questions</u>
General knowledge & calculations	10
Grounding & bonding	12
Service, feeders and branch circuits	20
Raceways and enclosures	10
Conductors and cables	10
Utilization & general use equipment	10
Special occupancies, equipment, and conditions	10
Motors & controls	10
Low voltage & communication circuits	4
Safety	4