

## 5 Steps to Obtaining Your New Jersey Electrical Contractor's License

### Step 1. Sign up for the exam.

In order to do electrical work in New Jersey you are required to be licensed. To apply for an electrical contractor's license, contact:

Board of Examiners of Electrical Contractors  
124 Halsey St., 6th Floor  
P.O. Box 45006  
Newark, NJ 07101  
(973) 504-6410  
<http://www.state.nj.us/lps/ca/nonmedical/electrical.htm>

You must pass an exam to get a license. To take the exam you must be over the age of 21, have a high school diploma or equivalent, and one of the following:

- Five years experience working with tools to install, alter or repair electrical wiring for light, heat or power
- Completion of a four-year Board-approved apprenticeship program and one year of Board-approved work experience
- Completion of 8,000 hours of experience working with tools to install, alter or repair electrical wiring for light, heat or power and 576 hours related classroom instruction
- A bachelor's degree in electrical engineering and two years of Board-approved work experience

The Board will review your application and if you are eligible they will send you information on the required exam, which is administered by Experior. For information on the exam or scheduling, you can contact Experior at:

Experior  
261 Connecticut Drive  
Burlington, NJ 08016  
(609) 387-7944  
<http://www.experioronline.com>

If you e-mail Experior for information, please specify NJ Electric in the subject field of your e-mail.

You must submit form along with necessary fees, documentation, and a picture to the licensing board at least 120 days prior to the test. Your application must be also signed and notarized. Examinations are held at the Thomson Prometric testing facility located in Springfield in January, April, July and October.

The license application fee is \$100. The business and law exam will cost you \$50, the trade exam is \$90, and the alarm systems exam is \$50. All fees are nonrefundable. You'll also have to pay \$5 to rent the NEC book at the exam.

The Board issues licenses every three years. Your license will cost you \$50 to \$150, depending on when you get it during the three-year period.

Before doing any business in New Jersey you must post a bond to the state for \$1,000. You must also carry \$300,000 property damage and bodily injury insurance and \$300,000 combined property damage and bodily injury insurance.

### **Step 2. Purchase the required books for your exam.**

To find out what documents and books the State of New Jersey requires for this exam, follow this link to the list of documents and books on your state's exam page of our website. 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 MUST have a valid driver's license with a photo, or a non-driver's identification card with a photo. No exceptions will be made, and no candidate will be admitted to the examination without one valid form of picture identification issued by the Division of Motor Vehicles.

Bring two sharpened No. 2 pencils with eraser to mark your answer sheet. A calculator will be provided at the site.

All materials/notes -- other than the reference material indicated for that particular examination, the Admission Letter and your photo identification -- must be left outside the examination room. You may not bring cell phones, beepers, pagers or briefcases into the exam room.

### **Step 5. Good luck on the exam!**

It is best that you arrive at the examination site at least 15 minutes prior to your scheduled exam time on the day of testing. The electrical contractor exam has three parts: 1) business and law, 2) trade, and 3) alarm systems.

1) The **business and law exam** is open book and lasts for two hours. This portion of the exam is made up of 50 multiple-choice questions broken down into the following subject areas:

<u>Subject</u>	<u>Percent of exam</u>
Business organization	4
Licensing	10
Estimating & bidding	14
Contract management	16
Project management	10
Risk management	8
Safety	8
Labor laws	8
Financial management	10

Tax law	6
Lien law	6

2) The **trade exam** is open book and lasts four hours. You may need to use arithmetic and/or simple algebra on this exam. There may be figures, drawings, tables, or charts. The exam is made up of 100 multiple-choice questions broken down into the following subject areas:

<u>Subject</u>	<u>Percent of exam</u>
Grounding, bonding	11
Services, feeders, branch circuits	12
Raceways, enclosures	10
Conductors	10
Motors and controls	11
Utilization and general use equipment	12
Special occupancies and equipment	6
General knowledge of electrical trade, calculations	25
Low voltage circuits, alarms and calculations	3

3) The **alarm systems exam** is open book and lasts one and one-half hours. The exam consists of 30 multiple-choice questions broken down into the following subject areas:

<u>Subject</u>	<u>Percent of exam</u>
National Electrical Code	60
General electrical knowledge	15
Equipment	15
Signals transmission, conductors	5
Systems design	5