

## **5 Steps to Obtaining Your North Carolina Electrical Sign Contractor's License**

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

In order to qualify to take this exam, an applicant must:

(A) Have at least two years of experience, as defined in Rule .0202 of this Section, of which at least one year shall be primary experience. The balance of experience may be primary, secondary or both. An applicant in this classification may also receive creditable experience in any of the capacities listed in Rule .0202 that the applicant gained in the electric sign field, and

(B) Include on the application information verifying that the applicant is primarily engaged in, or is regularly employed by and will be the listed qualified individual for a firm that is primarily engaged in, a lawful electric sign business in this State.

You must get approval from the North Carolina Board of Examiners of Electrical Contractors (NCBEEC) in order to take this exam. NCBEEC's contact information is as follows:

Application Line: (for requesting examination packets only): 1-800-392-6102

Michelle Ames  
Administrative Program Assistant-Exam Applications & Investigations  
Telephone Number: (919) 715-7605  
Fax Number: (919) 733-6105  
E-mail Address: [mames@ncbeec.org](mailto:mames@ncbeec.org)  
Website: <http://www.ncbeec.org>

The Board has contracted with Promissor (formerly CAT\*ASI), a national testing company that provides a variety of licensing and certification services to regulatory agencies, to administer and score the computer based examinations.

After being approved for examination by the Board, you may contact Promissor to register for the exam. You can reach Promissor's Customer Care department toll-free at 877-224-0225, Monday through Friday, 8:00 a.m. to 11:00 p.m.; Saturday, 8:00 a.m. to 5:00 p.m.; or Sunday, 10:00 a.m. to 4:00 p.m. (all times EST). A Customer Care associate will help you select the optimal examination date and test center location for your schedule, as well as answer any questions you may have about the examination. You can also register by logging onto their website at <http://www.promissor.com>.

Promissor has eight available testing centers, six of which are in North Carolina. Testing centers are located in the following cities: Asheville, Statesville, Huntersville, Raleigh, New Bern and Wilmington. You will have the convenience of scheduling your own examination date at one of these locations that is suitable to you. You will receive your examination score the same day.

The fee to take this examination is \$75.

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

To find out what documents and books the State of North Carolina 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.**

You will be required to present two forms of identification, one of which must include a government issued photograph such as your driver's license. Codebooks, calculators and all other necessities will be provided at the site.

*National Electrical Code* books, calculators, and any other required materials will be provided at the testing center. You will not be permitted to bring personal belongings into the exam room. Cellular phones, beepers, or any other electronic devices are not permitted at the test center, and there is no place for storage of personal belongings.

### **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. Be sure to bring at least two forms of valid picture identification that has been issued by a state or federal authority.

The Electric Sign (SP-ES) exam consist of forty multiple-choice questions and each examinee will have a maximum time of three hours to complete the examination.

Each examinee will be furnished with a copy of the current National Electrical Code (NEC) and will be allowed to refer to any part of the NEC during the examination. The examination questions based on the Electrical Contractors Licensing Law (General Statutes Chapter 87, Article 4 and Title 21, North Carolina Administrative Code Chapter 18B) are designed as closed book questions. Questions affiliated with the Construction Management Guide-North Carolina Edition are designed as closed book questions. Lastly, questions in connection with the National Fire Alarm Code (NFPA72) are also designed as closed book questions.

A minimum grade of 75 is required for passing any qualifying examination administered by the Board for any class of electrical contracting license. Examination results are mailed to examinees approximately three weeks following the last scheduled examination.