

NASCLA ACCREDITED ELECTRICAL EXAMINATION

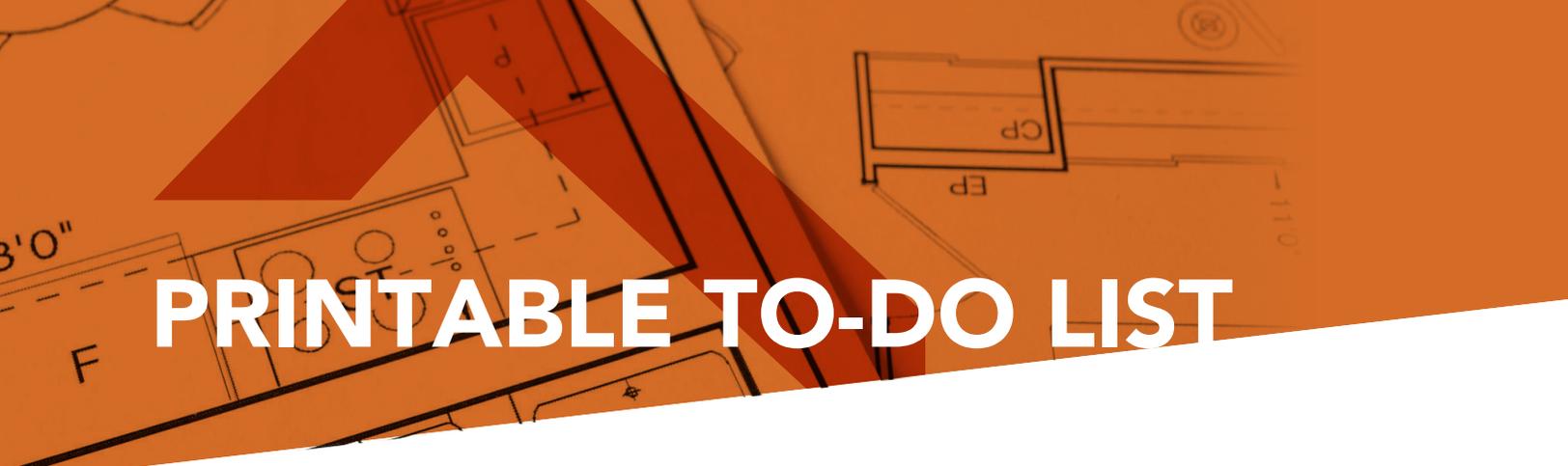
PROGRAM HANDBOOK





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PRINTABLE TO-DO LIST

- ❑ **Step 1:** Confirm the state agency you are applying with accepts examination(s) within the NASCLA Accredited Electrical Examination Program.
- ❑ **Step 2:** Read over the NASCLA Handbook and the PSI Candidate Information Bulletin, which can be found on PSI's website here: <https://test-takers.psiexams.com/nascla/test/TYME9PQJ>
- ❑ **Step 3:** Apply to take the exam in the National Examination Database (NED) by going to <https://ned.nascla.org>
- ❑ **Step 4:** Study! Study!
- ❑ **Step 5:** Take your NASCLA ID number that begins with NASCC and register for the exam on PSI's website (<http://test-takers.psiexams.com/nascla>) or by calling PSI to schedule over the phone at 855-746-8177.
- ❑ **Step 6:** Pass the Exam
- ❑ **Step 7:** Go back to the NED website (<https://ned.nascla.org>) and create an account for transcript access.
- ❑ **Step 8:** Once your account is linked, purchase your transcript to be sent electronically to your desired state agencies to pair with your applications for licensure through the self-service portal.
- ❑ **Step 9:** Work with the state agency directly on any additional requirements needed to gain your license.



INTRODUCTION

WHO IS

NASCLA?

Founded in 1962, the National Association of State Contractors Licensing Agencies (NASCLA) is a nonprofit organization whose purpose is to promote best practices and license uniformity for agencies that regulate the construction industry.

By upholding dedication to the assistance of contractor licensing and enforcement agencies, trade associations, and members of the construction industry, NASCLA serves as a vital resource for its members and the contracting community.

MISSION

NASCLA promotes best practices and license uniformity for agencies that regulate the construction industry.

ACQUIRING A CONTRACTOR'S LICENSE FROM A STATE AGENCY

Acquiring a contractor's license and/or registration varies from jurisdiction to jurisdiction. The first step when inquiring about obtaining a license is to check with the state agency or city jurisdiction in which you are planning to work regarding their requirements. You will want to ensure the NASCLA Accredited

Examination you are looking to take is accepted for the classification you are seeking. Required documentation for a license or registration may include insurance, security bonds, experience, background checks, financials, and more.

An additional step is passing the state-specific examination. This varies from state to state but most agencies require a Business and Law examination that will focus on the agency's laws, rules, and regulations. Some agencies have reciprocal agreements with each other in which one or more license requirement processes may be waived with a reciprocal license in place. Applications and information regarding state-specific examinations are found by contacting the regulatory agency directly.



CONTACT INFORMATION

GENERAL QUESTIONS AND QUESTIONS REGARDING EXAM APPLICATION

Please contact NASCLA directly regarding the application status or general questions.

(623) 587-9354 | INFO@NASCLA.ORG | WWW.NASCLA.ORG

23309 NORTH 17TH DRIVE, BUILDING 1, SUITE 110, PHOENIX, ARIZONA 85027

QUESTIONS REGARDING EXAM SCHEDULING

PSI is the NASCLA Accredited Examination Provider. Please contact PSI directly if you have questions regarding scheduling your examination.



GENERAL LINE: (800) 733-9267
NASCLA EXAM SCHEDULING: (855) 746-8177
WEBSITE: WWW.PSIEXAMS.COM

611 N. BRAND BLVD. 10TH FLOOR, GLENDALE, CALIFORNIA 91203

NASCLA ACCREDITED EXAMINATION PROGRAM

HISTORY OF THE PROGRAM

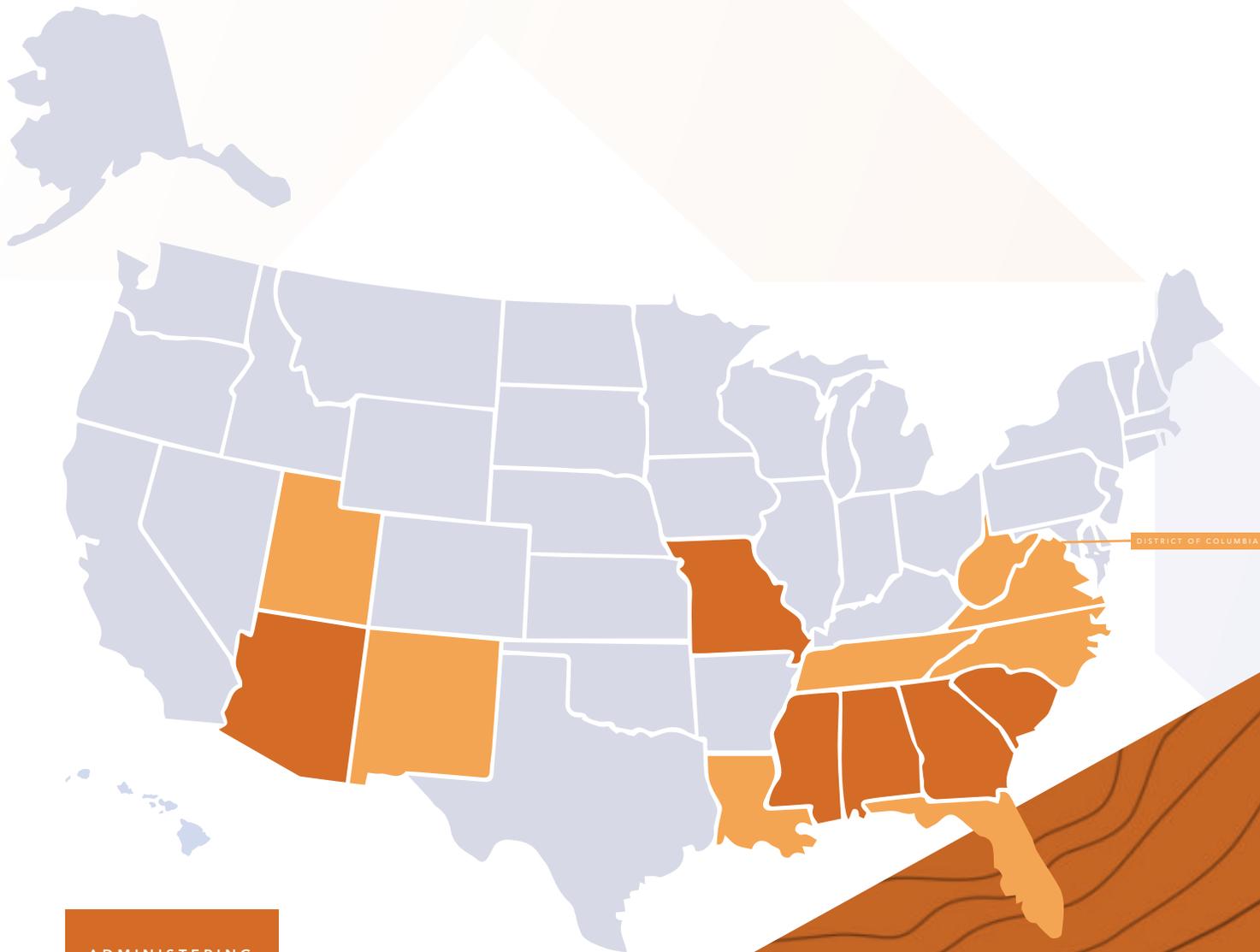
The NASCLA Accredited Examination Program was developed to reduce redundant licensing requirements and assist contractors and tradespeople who need to be licensed in multiple jurisdictions. NASCLA's Accredited Examinations allow for contractors to pass one trade examination that will be accepted in lieu of the state-specific trade examination, allowing for contractor mobility. Throughout this handbook, you will find all the information needed for applying to sit for the NASCLA Accredited Electrical Examination Program and the steps following your pass/fail results.

P R O G R A M S

NASCLA ACCREDITED EXAMINATION FOR COMMERCIAL GENERAL BUILDING CONTRACTORS Launched in 2009, this examination was developed for the commercial general building contractor classification and is accepted and administered by participating state agencies across the country. This examination can be taken in lieu of a state-specific trade examination and used as an exam waiver in the application process. Once the examination is passed, the score does not expire and will stay with the candidate. Some states may require a more recent exam score for use on examination waivers. For more information regarding this program please visit www.nascla.org/page/AccreditedExams.

NASCLA ACCREDITED ELECTRICAL EXAMINATION PROGRAM Subject Matter Experts (SMEs) from around the country came together to work with NASCLA in developing the job analyses for each examination to represent the work performed in jurisdictions throughout the United States. These job analyses, questions, and examinations were developed under the highest national psychometric and electrical standards.

The program was launched in 2018 and has examinations for the Electrical Contractor/Master Electrician, Journeyman Electrician, and Residential Electrical Contractor classifications. For information regarding this program please visit www.nascla.org/page/ElectricalExams.



ADMINISTERING
AGENCIES

ACCEPTING
AGENCIES*

*Current as of July 2023.

PARTICIPATING REGULATORY AGENCIES

ADMINISTERING AGENCIES

CONTACT INFORMATION

Administering agencies **administer and accept** the examination for candidates and accept the examination in lieu of their agency specific trade portion. Some of the agencies below offer an either/or option for candidates regarding their agency specific trade examination or utilizing the NASCLA Accredited Examination. For additional information on these agencies, please visit www.nascla.org.

Alabama Electrical Contractors Board

(866) 873-4664
www.aecb.alabama.gov

Administered/Accepted Examinations:
Electrical Contractor/Master Electrician
& Journeyman Electrician

Testing Provider: Prov, Inc.

Arizona Registrar of Contractors

(602) 542-1525
www.roc.az.gov

Administered/Accepted Examinations:
Electrical Contractor/Master Electrician
& Residential Electrical Contractor

Mississippi State Board of Contractors

(800) 880-6161
www.msbec.us

Administered/Accepted Examination:
Electrical Contractor/Master Electrician
Accepted Examination: Residential
Electrical Contractor

Missouri Office of Statewide Electrical Contractors

(573) 522-3280
www.pr.mo.gov/electricalcontractors

Administered/Accepted Examinations:
Electrical Contractor/Master Electrician
& Journeyman Electrician

South Carolina Contractors' Licensing Board

(803) 896-4686
www.llr.sc.gov/clb

Administered/Accepted Examination:
Electrical Contractor/Master Electrician

South Carolina Residential Builders Commission

(803) 896-8307
www.llr.sc.gov/res

Administered/Accepted Examination:
Residential Electrical Contractor

ADDITIONAL ACCEPTING AGENCIES

CONTACT INFORMATION

Accepting agencies will accept **but do not administer** the NASCLA Accredited Examination for Commercial General Building Contractors in lieu of their state-specific trade examination. For additional information on these agencies, please visit www.nascla.org.

District Of Columbia Department of Licensing and Consumer Protection

(202) 442-4335
www.dlcp.dc.gov

Accepted Examinations:
Electrical Contractor/Master Electrician
& Journeyman Electrician

Florida Electrical Contractors' Licensing Board

(850) 487-1395
www.myfloridalicense.com/DBPR/electrical-contractors
Accepted Examination: Residential Electrical Contractor

Louisiana State Licensing Board for Contractors

(225) 765-2301
www.lslbc.louisiana.gov
Accepted Examination:
Electrical Contractor/Master Electrician

New Mexico Construction Industries Division

(505) 467-4770
www.rld.nm.gov/construction-industries
Accepted Examinations: Electrical Contractor/
Master Electrician, Journeyman Electrician
& Residential Electrical Contractor

North Carolina State Board of Examiners of Electrical Contractors

(919) 733-9042
www.ncbeec.org
Accepted Examinations:
Electrical Contractor/Master Electrician
& Residential Electrical Contractor

Tennessee Board for Licensing Contractors

(615) 741-8307
www.tn.gov/commerce/regboards/contractors
Accepted Examinations:
Electrical Contractor/Master Electrician
& Journeyman Electrician

Utah Department of Commerce Division of Professional Licensing, Electricians Licensing Board

(801) 530-6628
www.dopl.utah.gov
Accepted Examinations: Electrical Contractor/
Master Electrician, Journeyman
Electrician, Residential Electrical Contractor

Virginia Department of Professional and Occupational Regulation Board of Contractors

(804) 367-8511
www.dpor.virginia.gov/boards/contractors
Accepted Examinations: Electrical Contractor/
Master Electrician, Journeyman Electrician,
Residential Electrical Contractor



APPLICATION PROCESS

HOW TO APPLY

- 1 Go to the NASCLA National Examination Database (NED): <https://ned.nascla.org>. Apply online and complete the \$35 application fee.
 - A. Please make sure to select the correct examination classification.

- 2 Applications will be processed within seven (7) business days.

- 3 Once your application is approved you should receive an email directly from support@psiexams.com with a link to schedule the exam at one (1) of PSI's locations. If you do not receive this email after seven (7) business days, please contact the NASCLA Office.
 - A. Your application is active for one (1) year from your date of approval. Within the year of approval, you will have three (3) attempts to pass the examination. If you do not pass or are unable to sit for all three (3) attempts you will need to wait until your year of eligibility has expired to re-apply.
 - B. If your year of eligibility has expired, please go to <https://ned.nascla.org> and **APPLY** to take the examination as a **re-applying applicant with your original NASCLA Candidate ID Number**.

- 4 After obtaining your NASCLA Candidate ID Number please go to <https://test-takers.psiexams.com/nascla>. All examinations are scheduled through PSI directly. For questions regarding scheduling your examination please call PSI at (855) 746-8177.

ELIGIBILITY AND ATTEMPTS

You have up to one (1) year from your approval date to sit for the exam with a maximum of three (3) attempts to pass.
Note: No extensions or extra attempts are permitted.

F E E S

NASCLA APPLICATION COST: \$35
PSI TESTING FEE: \$125 / PER ATTEMPT

References for Exam: All approved references that are sourced on the examination can be located on the PSI Candidate Information Bulletin found on this page:
<https://test-takers.psiexams.com/nascla/test/TYME9PQJ>
References purchased are at the candidate's discretion.

CONTENT & PREPARATION

CONTENT OUTLINE

REFERENCE LIST

NASCLA Accredited Trade Examination for Electrical Contractors

Definition of an Electrical Contractor (Master/Unlimited Electrician)– One who conducts business in the installation, maintenance and repair of electrical work conforming to applicable standards and codes.

100 Questions | Minimum Passing Score - 75 | Time Allowed – 270 Mins

Topics Covered	# of items
Project Design and Management	8
Safety	9
Electrical Theory	11
General Code Requirements	17
Wiring and Protection	17
Wiring Methods and Materials	16
Equipment for General Use	13
Special Occupancies, Equipment & Conditions	8
Communication Systems	1

NASCLA Accredited Examination for Journeyman Electricians

Definition of a Journeyman Electrician – An individual who has demonstrated competency in the knowledge and skills needed to properly perform the installation, maintenance and repair of electrical work conforming to applicable standards and codes.

100 Questions | Minimum Passing Score - 70 | Time Allowed – 270 Mins

Topics Covered	# of items
Interpreting Plans & Specifications	8
Basic Electrical Safety	9
Electrical Theory & Principles	11
Testing & Troubleshooting	17
General Code Requirements	17
Wiring & Protection	16
Wiring Methods & Materials	13
Equipment for General Use	8
Special Occupancies & Equipment	1
Special Conditions & Communication Systems	8

These examinations are OPEN BOOK

The reference material listed on the Candidate Information Bulletin was used to prepare the questions for each examination. The examinations may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based only on the edition of the Code book that is listed. Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

References must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached). References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin. Reference material may be:

- Highlighted
- underlined, and/or
- indexed

The full list of reference materials allowed in the examination center can be found on the Candidate Information Bulletin provided by PSI. This list is the most up-to-date of published editions.



STUDY COURSE

NASCLA DOES NOT ENDORSE ANY 3RD PARTY PREPARATORY SCHOOLS AS WE ARE NOT AFFILIATED WITH THESE COMPANIES. NASCLA DOES NOT HAVE PRACTICE EXAMINATIONS.

CONTENT & PREPARATION CONTINUED

CONTENT OUTLINE

NASCLA Accredited Trade Examination for Residential Electrical Contractors

Definition of a Residential Electrical Contractor (Residential Electrician) – One who demonstrates competency in performing electrical installations, service, repair and maintenance typically encountered in a permanent dwelling unit.

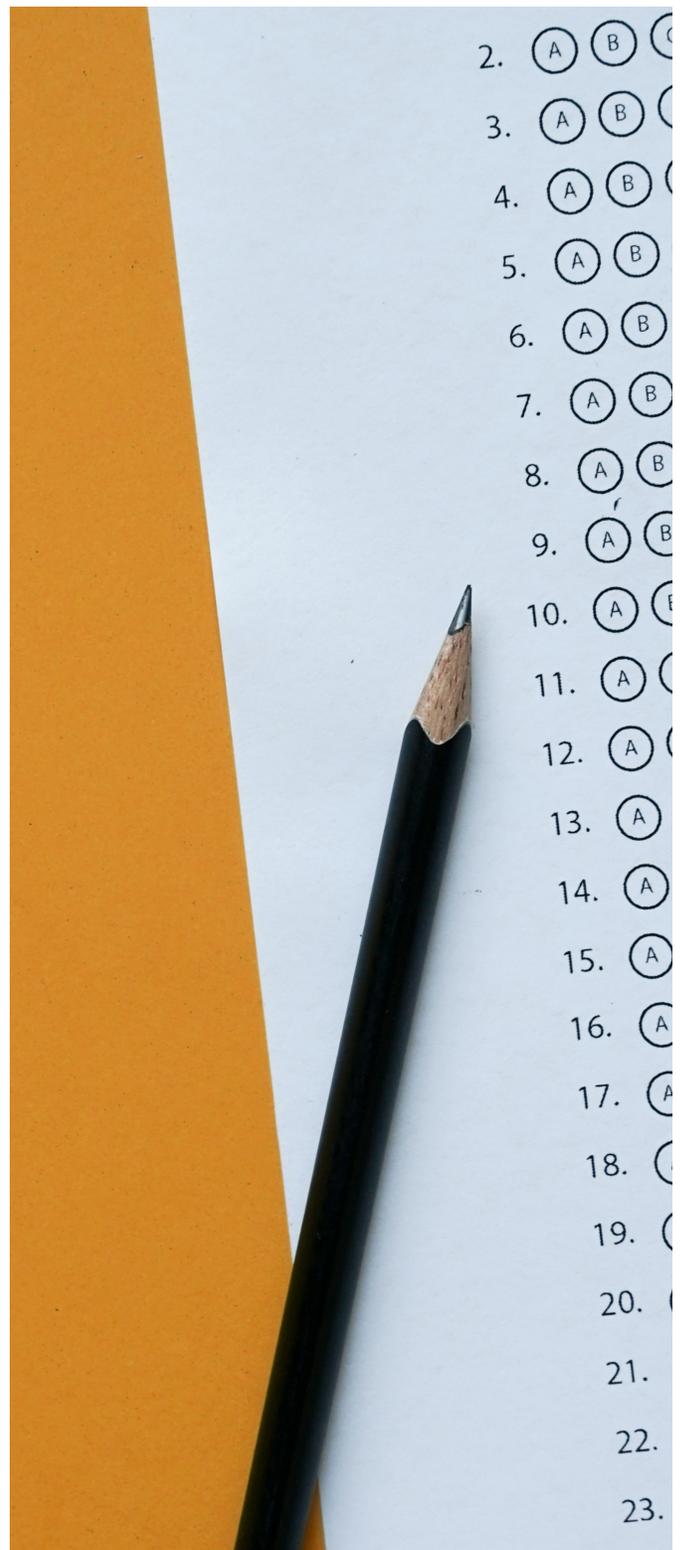
100 Questions | Minimum Passing Score - 75 | Time Allowed – 270 Mins

Topics Covered	# of items
Theory	9
Personal/Jobsite Safety (OSHA, NFPA, 70E)	8
Project Design, Estimating & Management	8
Grounding & Bonding	14
Special System & Equipment Installations	7
Tools & Test Equipment	7
Circuit Protection & Installation	16
Wiring Methods & Practices	17
Equipment for General Use	13
Energy Efficiency/Management	1

Experimental Items

In addition to the number of examination items specified, 10 non-scored “experimental” questions will be administered to candidates during the examinations. These questions will not be counted towards the candidate’s overall score on the examination. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

If you are unsure if this examination will meet your specific license requirements in a participating state agency, please contact the state agency directly to confirm. A complete list of participating state agencies can be found on NASCLA’s website by visiting: www.nascla.org.



TAKING THE
EXAMINATION
THROUGH

PSI



EXAMINATION ACCOMMODATIONS

NASCLA's Approved Accredited Examination Provider is PSI Services, LLC. All PSI Testing Centers are equipped to provide access per the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request alternative arrangements by accessing the Exam Accommodations Request Form at the end of the Candidate Information Bulletin found on PSI's website.

https://candidate.psiexams.com/faqs/special_accommodations_faqs.jsp

REQUIREMENTS FOR EXAM ACCOMMODATION REQUESTS

- 1 You are required to submit documentation from a medical authority or learning institution that rendered a diagnosis.
- 2 Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:
 - Description of the disability and limitations related to testing
 - Recommended accommodation/modification
 - Name, title, and telephone number of the medical authority or specialist
 - Original signature of the medical authority or specialist

REQUIRED IDENTIFICATION

You must provide one (1) form of identification. This must be a VALID government-issued identification (Driver's License, State ID, Passport) which bears your signature and has your photograph. If you cannot provide the required identification, you must call (855) 746-8177 at least three (3) weeks before your scheduled appointment to arrange a way to meet this security requirement. Failure to provide ALL the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time. For more information on this topic please contact PSI directly.

DISPUTING ITEMS DURING/ AFTER EXAMINATION

While taking the examination, examinees will have the opportunity to provide comments on any questions, by clicking the Comments link on the test question screen. These comments will be analyzed by PSI examination development staff. Although PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. This is the only challenge of examination materials available to candidates for dispute while taking the exam.

If you do not **bring a dispute** to the attention of the PSI Staff, **immediately after your examination and before you exit the testing center**, your dispute will be nullified and invalid. For more information on this topic please contact PSI directly.

CANCELLING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received two (2) days before the scheduled examination date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (855) 746-8177 or use the PSI Website. Note: A voicemail or email message is NOT an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative. For more information on this topic please contact PSI directly.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee if you:

- Do not cancel your appointment two (2) days before the scheduled examination date
- Do not appear for your examination appointment
- Arrive after examination start time
- Do not present proper identification when you arrive for the examination

For more information on this topic please contact PSI directly.



CANDIDATE CHEATING POLICY

CANDIDATES WHO CHEAT OR ATTEMPT TO CHEAT on the NASCLA Accredited Electrical Examination Program, or who otherwise breach the Agency's security policies and procedures, will be subject to the following:

- 1 Examination scores invalidated
- 2 Forfeit all fees
- 3 Barred from reapplying to take the examination for 12 months
- 4 Subject to legal action
- 5 Subject to all examination and fee requirements in place at the time of re-application

If a candidate cheats or attempts to cheat on the Examination which is administered by an entity other than the Agency, the candidate will also need to follow the re-take policy set in place by that entity, with the stricter of the two (2) policies being applicable. Candidates who attempt to steal Examination information could face a range of administrative, civil, and criminal charges.

UPON DISCOVERY OF ANY FALSIFICATION OR MISCONDUCT on a candidate's application before they have sat for the exam, NASCLA reserves the right to deny that candidate's eligibility to take the exam for an amount of time commensurate with the falsification, including the foreseeable future.

For candidate misconduct that occurs during/after the exam, that is brought to NASCLA's attention by either the testing provider or administering or accepting state licensing agency, NASCLA will:

FIRST, request the testing provider to send their Security Incident Report and supporting evidence, or a state licensing agency's documentation of the misconduct for review.

SECOND, NASCLA Staff will review the evidence for misconduct and develop a recommendation of action to be approved, which may include a request for additional information or no action.

All provided and future documentation will be appropriately saved and cataloged by NASCLA. Recommendations are made by NASCLA Staff on a case-by-case basis depending on the severity of the misconduct.

PROCEDURES:

The following procedures are for NASCLA Staff and/or NASCLA Committee Members to follow when a candidate is accused of cheating, attempts to cheat, or cheats on an examination within the NASCLA Accredited Examination Program, or otherwise breaches NASCLA's security policies, or those policies of the exam administrator. NASCLA anticipates the procedures below will be applicable to most exam candidate misconduct. Nevertheless, NASCLA reserves the right to impose any sanction it believes appropriate, whether more or less than those noted in this policy statement.

- 1 Upon discovery of any falsification or misconduct on a candidate's application before they have sat for the exam, NASCLA reserves the right to deny that candidate's eligibility to take the exam for an amount of time commensurate with the falsification, including the foreseeable future.
- 2 For candidate misconduct that occurs during/after the exam, that is brought to NASCLA's attention by either the testing provider or an administering or accepting state licensing agency, NASCLA will:
 - a. First, request the testing provider to provide their Security Incident Report and supporting evidence, or a state licensing agency's documentation of the misconduct for review.
 - b. Second, NASCLA Staff will review the evidence for misconduct and develop a recommendation of action to be approved, which may include a request for additional information or no action.
- 3 All provided and future documentation will be saved and documented by NASCLA.
- 4 Recommendations are made by NASCLA Staff on a case-by-case basis depending on the severity of the misconduct:
 - a. For simple, direct violation(s) of the NASCLA Cheating Policy (black/white offense), the matter will be referred to the Co-Chairs of the NASCLA Accredited Examination Program Committee for approval based on Staff's recommendation.
 - b. For misconduct that is not as clear, i.e., some gray areas, where more in-depth discussion is needed, such matters will be referred to the full NASCLA Accredited Examination Program Committee for discussion and decision.
 - c. In all cases where an invalidation of score is recommended, such matters will be heard and approved by the NASCLA Board of Directors.
- 5 In all cases, the possible range of action taken may include, but are not limited to:
 - a. No action.
 - b. Barring candidate from re-applying to take the examination for a reasonable period of time, which is generally 12 months or more.

- c. Invalidation of candidate's examination scores.
 - d. A range of administrative, civil and criminal charges because the NASCLA Accredited Examination Program is copyrighted.
 - e. You forfeit all examination and fee requirements in place at the time the misconduct occurred and for any re-application to take the exam.
- 6 If a candidate cheats or attempts to cheat on the examination while taking such examination with an administering state, the candidate will also need to follow the cheating and re-take policy set in place by that state, with the stricter of the two (2) policies being applicable.
 - 7 Once the action is approved, the candidate will be provided the decision by both email and on NASCLA letterhead sent by certified mail.
 - 8 If the candidate wishes to dispute/appeal the decision, they must submit their appeal in writing to the NASCLA office address within 30 days of the date of the letter. If NASCLA has not received any further correspondence from the candidate after 30 days from the date of the letter, NASCLA will consider the matter closed and the decision final.
 - 9 If an appeal is made within those 30 days, then the NASCLA Board of Directors will review the matter and render a decision within 60 days of receiving the appeal.

NASCLA
23309 NORTH 17TH DRIVE, BUILDING 1, SUITE 110
PHOENIX, ARIZONA 85027



AFTER THE EXAMINATION

RECEIVING A FAIL SCORE

After you take your examination, you will receive a fail score sheet. This will come directly from the testing center. The sheet will outline how many questions were answered correctly/incorrectly in the general content outline. You are unable to see which questions were not answered correctly. To re-schedule your examination, please contact PSI Services, by phone at (855) 746-8177 or visit WWW.PSIEXAMS.COM, under your candidate account. If you have used all three (3) of your examination attempts, you will need to wait until your one (1) year eligibility period expires to re-apply to take the examination. If you need to know your eligibility period, please contact the NASCLA Office via email at INFO@NASCLA.ORG or by phone at (623) 587-9354 for assistance.

RECEIVING A PASS SCORE

CONGRATULATIONS! If you pass your exam, you will also receive a passing sheet on the date of testing from PSI Services. This is the only physical document you will receive showing you passed your examination. The agency may require a copy of this document during the licensure process. If you lose this document, please contact PSI Services by phone at (855) 746-8177 and they can provide you with a new copy.

THE SCORE YOU RECEIVED ON THIS EXAMINATION IS NOT RELEASED TO CANDIDATES. THE ONLY INFORMATION THE AGENCY NEEDS AND RECEIVES IS THAT THE EXAMINATION WAS PASSED AS THEY HAVE APPROVED ACCEPTING THE MINIMUM PASS PERCENTAGE NEEDED.

SELF-SERVICE PORTAL

Your results will be sent to the NASCLA National Examination Database (NED), [HTTPS://NED.NASCLA.ORG](https://ned.nascla.org). You will need to create an account thereby allowing you to electronically send transcripts to participating agencies to pair with your application for licensure.

If you create this account prior to taking and passing your exam, your scores may be delayed being linked to your account. After you pass your examination and create an account, please allow 48 – 72 business hours for your results to be entered.

HOW TO PURCHASE A TRANSCRIPT

STEP 1: Go to the NASCLA National Examination Database (NED) at [HTTPS://NED.NASCLA.ORG](https://ned.nascla.org).

STEP 2: After logging in, if the 3rd step is green, you can click on "Candidate Info" to access the transcript screen.

STEP 3: Scroll to the bottom of the screen and select the transcript tab, once there click on the maroon "Purchase Transcript."

STEP 4: There are four (4) transcript types pending the examination that was passed:

1. Electrical Contractor
2. Journeyman Electrician
3. Residential Electrician
4. Commercial Building
(for the Commercial General Building Contractors classification)

STEP 5: Select the state agency you are looking to receive licensure.

STEP 6: Input your payment info.

STEP 7: Click Save. You will see the purchased transcript in the grid at the bottom of the page.

THERE ARE NO PHYSICAL COPIES SENT TO THE STATE AGENCIES OR TO YOU DIRECTLY. All transcripts are sent electronically from the database through your self-service portal to the state agency. The states know you do not get a copy of the transcript; however, some may require proof of purchase. If a state requires proof of purchase, you can send the purchase confirmation email or a screenshot of the transaction from your account.

Transcripts are valid in the system for two (2) years for the state agency to access the information. If it has been longer than two (2) years since a transcript was purchased and you have NOT been licensed within that state, you will need to repurchase the transcript to go with your application for licensure with that state agency.