

COMMONWEALTH OF KENTUCKY

INSTRUCTIONS & APPLICATION FOR ELECTRICAL INSPECTOR APPLICANTS

Revised April 2012



**ISSUED BY THE
PUBLIC PROTECTION CABINET
DEPARTMENT OF HOUSING, BUILDINGS & CONSTRUCTION
DIVISION OF BUILDING CODE ENFORCEMENT
ELECTRICAL INSPECTION SECTION
101 SEA HERO ROAD, SUITE 100
FRANKFORT, KENTUCKY 40601-5405**

**Ambrose Wilson Jr., Commissioner
Jack Coleman, Deputy Commissioner
Ken Leathers, Chief Electrical Inspector**

Kentucky
UNBRIDLED SPIRIT™
Equal Opportunity Employer M/F/D

Department of Housing, Buildings & Construction
APPLICATION FOR ELECTRICAL INSPECTOR CERTIFICATION

Electrical Inspector Application fee of \$100.00.
 Check or Money orders should be made payable to the Kentucky State Treasurer.

NAME _____
First Name Middle Initial Last Name

DATE OF BIRTH _____ SOCIAL SECURITY # _____ - _____ - _____

HOME # (_____) _____ - _____ WORK # (_____) _____ - _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ COUNTY _____

- I am applying to take Temporary Inspector Exam.
- I am applying to be Certified as a 2A Electrical Family One & Two Family Inspector.
- I am applying to be Certified as a 2B Electrical General Inspector.

Employer- ___ Self -Employed ___ Employed by County of _____
 ___ Employed by City of _____ ___ Other _____

My electrical inspection fees are set by: ___ Self ___ County ___ City

<u>City/County Inspection Territory</u>			

I inspect within the following city limits only (Not in the county) _____

___ Place my certification in *Active* status category.
 Provide proof of \$5,000.00 Surety Bond coverage.

___ Place my certification in *Inactive* status category.
 (No Bond or Liability Coverage required for an *Inactive* Electrical Inspector.)

**Attach current
 photo of applicant
 1 ½ inch by 1 inch
 DO NOT USE STAPLES!**

APPLICATION FOR ELECTRICAL INSPECTOR CERTIFICATION (CONTINUED)

All employment must be verified as to name of employer(s), date(s) of employment, description of work performed, and number of hours worked per week. Attach copies of licenses, letters from employers, electrical unions, Certified Electrical Inspectors who has inspected your electrical work, and other documentation that may support your stated work experience. Documentation that will be acceptable for self-employed Electrical Contractors will be letters from power companies, electrical supplies/warehouses, customers or others that can support your stated work experience. All letters must be on company letterhead and signed by one of the officers of the company.

Name & Address of employer(s)	Period of employment Month & Year	Job title and description of work

Education- List highest grade completed _____

How many years have you been fulltime engaging in the electrical industry? _____

I hereby affirm that all information on this application is accurate and true to the best of my knowledge.

Signature _____ **Date** _____

Having been duly sworn, _____, states all information herein contained is true and correct to the best of his/her knowledge and belief; and further states that he will comply with applicable statues and the rules and regulations of the Office of Housing, Buildings and Construction.

Subscribed and sworn before me this _____ day of _____, 20__.
My commission expires _____.

Notary Public

County of

CERTIFICATION

I, (name) _____, an applicant for the Electrical Inspector certification hereby certify that I am not in default of, nor am I failing to meet any repayment obligation for, any financial assistance program administered by the Kentucky Higher Education Assistance Authority (KHEAA). I understand that this certification is considered an essential part of my application for the above license, certification or registration and the making of a false statement herein may be grounds for denial, suspension or revocation.

Date

Signature

****IF YOU ARE UNABLE TO CERTIFY THE ABOVE PLEASE SEE BELOW.****

House Bill 296 amending KRS Chapter 164, made effective July 15, 2002, the requirement that a licensing agency shall not issue or renew a license, certification or registration if the applicant is in default or is not meeting a repayment obligation to KHEAA unless one of these conditions apply to the applicant.

- a) The borrower in default has entered a satisfactory repayment agreement on the defaulted loan;
- b) The financial obligation has been waived for cause or discharged by KHEAA; or .
- c) The financial obligation has been satisfied or paid in full.

If you are unable to sign the above certification, you must produce verification from KHEAA for this office that one of the above conditions have been met by you.

The following is an overview of the KAR requirements which must be met before a certification can be issued:

- Completed Electrical Inspector Application.
- Certification fee of \$100.00 Payable to the *Kentucky State Treasurer*
- Applicants who would like their certification to be placed in the *Active* category will need to supply verification of Bond or Liability Coverage in the minimum amount of \$5,000.00. Any applicant who would like their certification to be placed in the *Inactive* category are not required to submit or hold Bond or Liability Coverage.
- Verification of successfully passing test. 2A Electrical 1& 2 Family may *inspect 1 & 2 Family residential occupancies only*. 2B Electrical General may *inspect all types of electrical installations, which include commercial, industrial and residential*. *Please note: Tests may be taken before or after Electrical Advisory Committee review. Verification of passing Electrical Inspectors test is not required before the Electrical Advisory Committee reviews and application.*
- Documentation of work experience. Attach copies of licenses, letters from employers, electrical unions, at least one letter from a Certified Electrical Inspector who has inspected your electrical work, and other documentation that may support your stated work experience. Documentation that will be acceptable for self-employment contractors will be letters from power companies, electrical suppliers/warehouses, customers or others that can support your stated work experience. *The Electrical Advisory Committee will reject an applicant who does not show thorough documentation of work experience.*

INSTRUCTIONS FOR TEMPORARY ELECTRICAL INSECTOR CERTIFICATION

As allowed by 815 KAR 35:015 Section 4, temporary certification shall expire at the end of nine (9) months from the time of the initial certification and shall not be re-issued or renewed. An applicant who fails to make a passing score of 75% may reapply to be scheduled for the next examination date upon payment of an additional fee of fifty (\$50.00). An applicant shall not be permitted to retake the exam more than three (3) times. The Following requirements must be met before an Electrical Inspector certification can be issued:

- Completed Electrical Inspector Application.
- Certification fee of \$100.00 Payable to *Kentucky State Treasurer*.
- Letter of need to take temporary exam from a Local Building Official or Judge Executive. The Electrical Advisory Committee will not consider any applicant applying for a temporary certification without a letter of need as required by (Section 4(1)(d).
- Documentation of work experience. Attach copies of Licenses, Letters from employers, electrical unions, Electrical Inspectors who have inspected your electrical work, and other documentation that may support your work experience. Documentation that will be acceptable for self-employment will be letters from power companies, electrical supplies/warehouses, customers or others that can support your stated work experience. *The Electrical Advisory Committee will reject an applicant who does not show thorough documentation of work experience.*

ALL ELECTRICAL INSPECTOR APPLICANTS ARE REVIEWED AND APPROVED BY THE ELECTRICAL ADVISORY COMMITTEE.

Mail all requirements to:

Department of Housing Buildings, & Construction
Division of Building Code Enforcement
Electrical Inspection Section
101 Sea Hero Road, Suite 100
Frankfort, KY 40601-5405

For Classes & Testing 2A & 2B Contact:

ICC 1-877-234-6082 or internet www.iccsafe.org/Accreditation/Pages/Testing.aspx