

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF INDUSTRIAL TRADES – ELECTRICAL
Instructions for Examination**

These instructions are provided to assist you with completing the Examination Scheduling Form, on the reverse side, and sitting for the exam. Please type or print neatly in black ink, all the information requested.

1. Request a licensing packet from Pearson VUE at 1-877-258-9215.
2. Submit the Application and exam scheduling form for a DC License, with all the required supporting documentation to:

PEARSON VUE
Department DC-EL
Metro-Plex I, Suite 250
8401 Corporate Drive
Landover, MD 20785

The appropriate Board will review your application and determine your eligibility to take the examination.

3. If you are approved by the Board to sit for the examination, you will receive your examination confirmation notice directly from the Board about two weeks prior to the examination date. This notice will confirm the location, date and time of your examination.

If you do not receive an exam confirmation notice, please contact the DC test administration unit, (202) 442-4363, to make sure the application was received.

Examinations will be scheduled on a first come, first served basis. All examinations will be administered via computer starting January 2002.

Special Accommodations

If a visual, physical, learning, or other disability prevents you from taking the examination under normal conditions you may request a special accommodation. Please submit written documentation of your need with your application to help determine what arrangements can be made.

Rescheduling

If you cannot appear on your scheduled exam date, you may reschedule. You must notify DC by telephone or mail **prior** to the exam date in order to reschedule. You must reschedule with the DC Department of Consumer and Regulatory Affairs by calling (202) 442- 4363.

References

The reference document for the examination is NFPA-70. This DC Supplement is available from the Office of Documents, 441 4th Street NW Suite 520, Washington DC 20001. You can also reach the Office of Documents at (202) 727-5090.

