

**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 from a Doctor 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 The National Electrical Code (NEC) 2005 can be purchased from the National Fire Protection Association (NFPA) website [www.nfpa.org](http://www.nfpa.org) or call 1-800-344-3555. The code book is also available at the Builders Book Depot [www.buildersbookdepot.com](http://www.buildersbookdepot.com) or call 1-800-284-3435.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

BOARD OF INDUSTRIAL TRADES – ELECTRICAL
EXAMINATION SCHEDULING FORM

Please complete this exam scheduling form and mail it to Pearson VUE with your check or money order, made payable to PEARSON VUE, in the amount indicated to the address noted below. Please contact the DC test administration unit, (202) 442-4363 if you do not receive an admission letter to take the exam. For further information, read the instructions on the reverse side of this form. Send this form, and exam fee to:

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

Please Type or Print Legibly

Grids for FIRST NAME, MI, LAST NAME, SUFFIX

DATE OF BIRTH (MM-DD-YYYY)

SSN NUMBER

APARTMENT, SUITE, FLOOR, PO BOX NUMBER

HOME STREET ADDRESS 1 (If applicable, use this line for additional building information. Otherwise, use this line to indicate STREET NUMBER and STREET NAME)

HOME STREET ADDRESS 2 (If additional space is needed, use this line to indicate STREET NUMBER and STREET NAME)

CITY

STATE, ZIP CODE + 4, HOME PHONE NUMBER, BUSINESS PHONE NUMBER

Please check the examination you will take (whether it is an initial exam or a re-exam) and total fee paid.

- Journeyman Electrician
Master Electrician
Master Electrician Specialist

- Exam, \$260.00
Re-Exam, \$150.00
Exam Master, \$270.00

Select Specialty (if applicable)

- Elevator
Low Voltage
Escalator
Maintenance & Repair
Sign

\$ Total Fee Paid

The Total Fee for application by examination is \$260.00. The Total Fee for application by re-examination is \$150.00. Checks or money orders should be made payable to PEARSON VUE. Do not send cash.

The examination will be scheduled on a first come, first serve basis. You will be scheduled for an exam date based entirely on availability for the next examination seat. The Board will attempt to honor your scheduling preferences, but there is no guarantee your request can be honored. Please note your preference for exam time in the boxes below.

- AM Session
PM Session

Are you requesting Special Accommodation(s)? Yes No

Please sign and date below:

Signature

Date

To report waste, fraud, or abuse by any DC Government office or official, call the DC Inspector General at 1-800-521-1639.