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.

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 your request in writing along with your application and provide a psycho/educational assessment.

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

<table>
<thead>
<tr>
<th>Approved Code Books/Examination References for All Electrical Examinations</th>
<th>Purchase Information References Can Be Purchased Anywhere</th>
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</thead>
</table>
| 2011 National Electrical Code  
Ugly’s Electrical Reference | International Code Council  
Visit [www.iccsafe.org/state](http://www.iccsafe.org/state) to view the examination bulletins  
1-888-422-7233 |
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

FIRST NAME  MI  LAST NAME  SUFFIX (Jr, Sr, etc.)

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.

Select Specialty (if applicable)

☐ Journeyman Electrician  ☐ Exam, $260.00
☐ Master Electrician  ☐ Re-Exam, $150.00
☐ Master Electrician Specialist  ☐ Exam Master, $270.00
☐ Elevator
☐ Low Voltage
☐ Escalator
☐ Maintenance & Repair
☐ Sign

$________ Total Fee Paid¹

¹ 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.