

**METROPOLITAN GOVERNMENT OF NASHVILLE  
AND DAVIDSON COUNTY  
DEPARTMENT OF CODES ADMINISTRATION**

**APPLICATION FOR EXAMINATION AS A  
MASTER ELECTRICIAN, EQUIPMENT INSTALLER, LOW VOLTAGE CONTRACTOR or  
JOURNEYMAN ELECTRICIAN**

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Area Code Home Telephone Number

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Each applicant must furnish evidence that he or she has the following experience requirements. A Degree in Electrical Engineering may be accepted in lieu of the experience requirement. Please check which classification you will be applying for:

- Master Electrician.....*Six (6) years experience required*
- Equipment Installer I ..... *Three (3) years experience required*  
(Residential Electrical Appliance Installation)
- Equipment Installer II.....*Three (3) years experience required*  
(Electrical Sign Installation)
- Low Voltage Installer.....*Three (3) years experience required*
- Journeyman Electrician.....*Completed electrical construction apprenticeship program or regularly employed as a journeyman and works under direction/supervision of an electrical contractor or master electrician*

**PLEASE COMPLETE THIS SECTION REGARDING YOUR PRESENT EMPLOYER:**

Name of Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Title and Duties \_\_\_\_\_ Years Employed \_\_\_\_\_

**PLEASE COMPLETE THIS SECTION AND PROVIDE EVIDENCE, IN WRITING THE FOLLOWING:**

- (1) List time worked as a helper/or installer. Please submit letters verifying this documentation by former Employers. Number of years of experience in this field: \_\_\_\_\_
- (2) College Degree: Yes or No \_\_\_\_\_ List your Major \_\_\_\_\_ If Yes, Provide a Copy
- (3) Do you have a Master Electrician License in another City or State? Yes \_\_\_\_ or No \_\_\_\_  
(If yes, please provide us with a copy, listing City, State and number of years you have held the license)
- (4) Submit a letter as to your general character. (Letter submitted by someone other than yourself. This letter may be submitted by suppliers, friends, past customers or clients).

Incomplete Applications will not be accepted. When submitting this Examination Application for approval, please submit all documentation specified above. *Each applicant is required to appear before the Board of Electrical Examiners and Appeals to gain approval for examination unless notified by the Administrative Staff. The Board meets the fourth (4<sup>th</sup>) Tuesday of each month, at 1:30 P.M. in the Metro Office Building, Second Floor – Davidson Room. Deadline to return application to this office in order to be placed on the agenda is 10 days preceding the meeting.*

Mail or deliver Application with required information to:

Department of Codes and Building Safety  
Metro Office Building – 3<sup>rd</sup> Floor  
P. O. Box 196300  
Nashville, TN 37219-6300  
615-862-6598

**METROPOLITAN ELECTRICAL  
INSTRUCTIONS FOR EXAMINATION**

**STEP I**

To apply to the Board of Electrical Examiners and Appeals for examination as a *Metropolitan Master Electrician, Equipment Installer, Low Voltage Installer, or a Journeyman Electrician* you must complete the Examination application form with ***all*** information requested. Applications are to be submitted to the Department of Codes and Building Safety. Incomplete applications ***will not*** be accepted.

**STEP II**

Upon receipt of your application, you will be placed on the Agenda to be considered by the Electrical Board of Examiners and Appeals at its next regular meeting. The Electrical Board meets at ***1:30 P.M.***, the ***fourth (4th) Tuesday*** of each month in the Metro Office Building. The Administrative Staff will notify you if you need to appear. **Deadline to return application to this office in order to be placed on the agenda is ten (10) days preceding the meeting....unless you are notified by the Codes Administrative Staff that you have been pre-approved.**

**YOU WILL NEED TO BE PRESENT AT THE BOARD MEETING IN ORDER TO GAIN EXAMINATION APPROVAL  
UNLESS NOTIFIED BY THE ADMINISTRATIVE STAFF OTHERWISE  
(If you are unable to attend please notify our office)**

**STEP III**

You will be notified of the decision of the Board by mail. Upon approval we will include copies of the Examination Summary, Study Guide references and sample questions for the classification you requested. You will also need to purchase the latest Edition of the National Electrical Code for your reference study guide.

You will also receive from our office an ***Examination Registration Form***, to be completed and then mailed to the examiners at the following address:

THOMPSON PROMETRIC  
1260 Energy Lane  
St. Paul, MN 55108

It will be your responsibility to schedule your examination date with Thompson Prometric. You may contact Thompson Prometric at (800) 280-3926. The examination fee for all classifications is \$70.00. You will make payment directly to THOMPSON PROMETRIC.

Should you fail to make a passing grade of 70.0% on the examination, you may apply for re-examination after a thirty- (30) day waiting period. You will notify Thompson Prometric directly for re-examination.

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Metro Office Building  
P. O. Box 196300-6300  
800 Second Avenue, South 3<sup>rd</sup> floor  
Nashville, TN 37219  
615-862-6598