



# Electrical Exam Requirements

## General Information

You must register for the exam through the Village of Libertyville website at [www.libertyville.com/electricallicense](http://www.libertyville.com/electricallicense) , or in person at 200 W. Cook Avenue, Libertyville, IL 60048. We have two exam types—Residential Only, or Residential/Commercial/Industrial.

You must fill out the application on-line (credit/debit card only) or in person (cash or check only). In either case, payment will be required at the time of registration. This \$60.00 fee will reserve a seat for you and is not refundable. If you pass the exam, this payment will be applied to your yearly license fee.

You must have at least 8000 hours of verifiable work experience and bring it with you to the exam. Examples of this verification may be in the form of:

- an approved apprenticeship program certificate
- pay stubs from an electrical contractor who employs a licensed supervising electrician
- a current journeyman or master electrician license from another state
- an original letter (no faxes or copies) on company letterhead of your present or past employer verifying your hours, signed by the licensed supervising electrician including their licensing body (municipality) and license number.

You must be at least 21 years of age to be eligible for the exam.

## What to bring to the exam:

- 2014 or 2017 NEC code book or handbook; other versions of the code may have differing answers and could be marked as “wrong”.
- A valid driver’s license or other approved picture ID
- A standard, non-programmable, non-printing solar or battery calculator (No ElectriCalc type calculators permitted)
- Several SHARPENED pencils
- Snacks or drinks (you will be testing for 7 hours).

## What NOT to bring to the exam:

- Programmable, graphing calculators or any type of computer
- Any book or reference materials other than the code book mentioned above. All formulae will be provided, or are in the code book.

- Scratch paper—this will be provided at the exam and must remain on site
- Cell phones of any type must remain off or in your car
- Cameras of any type
- Cigarettes or other smoking materials—the Village of Libertyville requires you to be 25' from the testing facility building in order to smoke

## **After the Exam:**

A passing score of 70% is required for all exam versions.

Exam results will be mailed to you within 10 working days.

If you fail, you may request another exam date following the procedure above. Please note that you may only take an exam twice in any 12 month period.

If you pass, you will be required to pay the balance of the yearly maintenance fee (less the exam fee you already paid). You may pay for and pick up your license certificate in person, or via mail. If there are any changes to your name, business name, address, phone number, etc. let us know immediately via email or written correspondence. If you will be doing work in the Village of Libertyville, we will require proof of insurance per Village code.