

# Facts About

## Certification for Electrical Administrators

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F503-003-000 [11/99]

The following information covers requirements for certifying electrical administrators. For more information, please call the L&I office nearest you.

### **What does an electrical administrator do?**

Chapter 19.28 RCW requires the administrator to perform the following functions:

- Be a member of the firm or a full-time supervisory employee and be available during working hours.
- Ensure that all electrical work complies with the state electrical laws.
- Ensure that proper electrical safety procedures are used.
- Ensure that all electrical labels, permits and licenses required to perform electrical work are used.
- Ensure that violations noted by an inspector are corrected.
- Notify the department within 10 days if he or she terminates their job with the electrical contractor.

### **How do you define “member of firm?”**

The department requires that the administrator be named as the sole proprietor, a partner or an officer in a corporation as shown on the electrical contractor license application.

### **How do you define “supervisory employee?”**

The department requires that the administrator must be on the electrical contractor’s full-time payroll, receive a regular salary or wage similar to other employees, have a supervisory responsibility for work performed by the contractor, and carry out the duties outlined in RCW 19.28.125(2).

### **How do I earn an administrator’s certificate?**

You must pass an administrator’s exam.

### **Is a certificate reciprocal with other states?**

No.

### **When and where can I take the exam?**

The exam is given six times a year, usually on the first Saturday of even-numbered months. It is given on the same day in Bellevue, Tri-Cities, Spokane, Tacoma and Vancouver.

### **How do I apply to take the test?**

Submit a properly completed application and filing fee to the Olympia office at least 30 days before the next scheduled exam. When the application is accepted, a letter of approval is sent to the candidate with scheduling instructions. For more information, call L&I Permits & Licensing at (360) 902-5269.

### **Can I take books into the exam?**

Yes. When you are approved for the exam, you will be provided a list of books that may be used.

### **Are all electrical exams the same?**

No. There are 10 different certifications, including the General Administrator Certificate, which covers all types of electrical installations, and nine Specialty Electrical Administrator Certificates for specialized trades, including:

- **Residential** — Wiring one- and two-family dwellings or multi-family dwellings that do not exceed three floors above grade.
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- **Pump and Irrigation** — Includes circuitry, feeders, controls, services and connections for domestic and irrigation water pumps and circular irrigation systems.
  - **Domestic Well** — Limited to the extensions of a branch circuit, which is supplied and installed by others, to pump controllers, pressure switches; alarm sensors; and water pumps that do not exceed 7 ½ horsepower at 230 volts AC single phase.
  - **Signs** — Includes placement and connection of signs and outline lighting, electrical supply, controls and circuit extensions, along with installation of maximum 60-amp, 120/240-volt single-phase power supply to remote signs.
  - **Domestic Appliance** — Involves electrical connection of household appliance, hot water heaters and oil and gas furnaces. Includes circuits to appliances, but not installation of service and/or feeders or circuits to electrical furnaces and heat pumps.
  - **Limited Energy System** — Includes installation of signaling and power-limited circuits and related equipment. Includes installation of fire-protection signaling systems, intrusion alarms, non-utility-owned communication systems and similar low-energy circuits and equipment.
  - **HVAC/Refrigeration** — Limited to installation, maintenance or repair of low voltage, Class 2 HVAC/refrigeration control circuit cables for control of furnaces, heat pumps, and similar HVAC or refrigeration equipment that is installed in buildings of three floors or less or residential structures.
  - **Non-residential Maintenance** — Maintenance, repair and replacement of electrical equipment and conductors on industrial or commercial premises. It does not include maintenance activities in hotel, motel or dwelling units.
  - **Non-residential Lighting Maintenance & Retrofit** — Limited to maintenance and retrofit installations within existing lighting fixtures.

A score of 70 percent is required in each section of a test to pass the exam.

**If I fail part of the exam, do I have to retake the parts I passed?**

No. However, all parts must be passed within six consecutive administrations in one year.

**As an administrator, can I work for more than one electrical contractor?**

No. The statute allows an administrator to be assigned to one company at a time.

**Can an electrical contractor hire more than one administrator?**

No. A contractor can have only one designated administrator at a time. If you terminate your position, you must notify the department within 10 days.

**Can I let a contractor use my administrator's number?**

No. As of July 1, 1987, an electrical administrator must be a full-time supervisory employee or member of the firm who fulfills the duties of a full-time supervisory employee.

**If I pass the administrator's exam can I work as an electrician?**

No. If you wish to work as an electrician, you must have an appropriate certificate of competency.

**How often must an administrator's certificate be renewed?**

Every two years on the certificate-holder's birthday. Renewal applications must be notarized.

**Is there a grace period for late renewal of a certificate?**

Yes. There is a 90-day grace period for renewal of your certificate. However, the fee is doubled for late renewal. After 90 days, an applicant must re-test.

**Could I qualify for more than one administrator's certificate?**

Yes. If you work for a contractor who works in two specialty fields, you can have a combination certificate. You cannot hold a combination certificate and work for two electrical contractors.

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