

**Rod Roberson**

*Mayor*

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*Building Commissioner*



**Building & Code**

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## **License Reciprocity Guidelines**

For the sake of future Electrical Examining Boards (*The Board*) and to provide consistency in Board decisions these guidelines are established. This action does not abrogate any of the Board's powers, duties, or responsibilities in accepting or rejecting test results from other testing facilities.

1. The Board does not accept the electrical license from another jurisdiction but, it will recognize test results as proof of code knowledge. Test results must be from the same test that is given locally and must show a score of **75%** or higher.
2. Persons applying for a reciprocal license must fill out a reciprocity application prior to the review of test scores by the Electrical Examining Board.
3. Reciprocity applications with the \$100.00 application fee must be submitted in person and received by the time specified in the City Electrical Ordinance.
4. Test results are to be sent directly from the jurisdiction that gave the test and are to be received between the time of the reciprocity application and the date the Board meets.
5. A passing score equal to or greater than that required by the Board will be accepted. A lower score will be rejected and the applicant will be required to pass the prescribed test before a license can be issued.
6. The applicant must have maintained an active license in the jurisdiction from which the test results are being forwarded.
7. The test must have been taken within 4 NEC code cycles or 12 years previous of the current code cycle enforced by the City of Elkhart. Those applicants that passed the test more than 12 years prior may submit documentation of 20 contact hours of continuing education credits, (2.0 CEU), in the electrical field to satisfy this requirement. This training must have been taken during the 4-year period prior to the test application date. Amended 4104
8. Any jurisdiction that will not accept test results from the City of Elkhart is a NON- reciprocal jurisdiction. Test results from a NON-reciprocal jurisdiction will be rejected and the rejection may be extended to previously accepted test results.
9. The Chairman of the Electrical Examining Board will present requests for recognition of reciprocal test results to the Board for consideration at their regular quarterly meeting.

### **DECISIONS OF THE BOARD SHALL BE FINAL.**

10. Appeal to the Board's decision may be made to the Electrical Review Board, with the Chairman of the Examining Board representing the Examining Board.

Approved by the Board April 2023