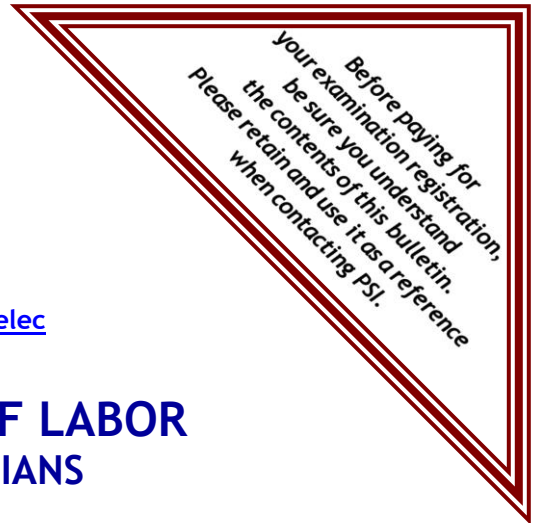




PSI Services LLC
 3210 E Tropicana
 Las Vegas, NV 89121

<https://test-takers.psiexams.com/mdelec>



**MARYLAND DEPARTMENT OF LABOR
 STATE BOARD OF ELECTRICIANS**

**MASTER AND JOURNEYPerson ELECTRICIAN
 QUALIFICATION INFORMATION BULLETIN
 AND EXAMINATION APPLICATIONS**

****Prior PSI Approval Required for Examination****

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INTRODUCTION

STATE OF MARYLAND BOARD OF ELECTRICIANS

The State of Maryland Board of Electricians (“Board”), by authority of the Business Occupations and Professions Article, Title 6, *Annotated Code of Maryland* and Code of Maryland Regulations 09.09.01, is responsible for promulgating and enforcing regulations that define qualifications for examining and licensing Master, Journeyman and Apprentice Electricians, investigating alleged infractions and disciplining violators.

Before making a final application to the Board for a Master or Journeyman license, an individual is required to pass a written examination. The examination which you will take was developed to meet the evaluation requirements set out in the Business Occupations and Professions Article, Title 6, Section § 6-304, *Annotated Code of Maryland*. After passing the examination, you may apply to the Board for a license. Apprentices do not need to take an exam to obtain a license.

PSI

The Board has contracted with PSI Services LLC (PSI) to conduct its examination program. PSI is a nationally recognized test development and test administration services company headquartered in Burbank, California. For further information concerning the examinations, call PSI at (855) 898-0715.

THE MASTER AND JOURNEYMAN ELECTRICIAN EXAMINATION

The Master and Journeyman Electrician examination tests the applicant’s knowledge of applicable codes, laws, and principles of electrical installation and is constructed to determine the fitness of the applicant for a state license.

All examination items underwent a rigorous review by a content expert panel, psychometricians, and editors. Examination content is based on the outlines submitted by the Maryland Uniform Electrical Licensing Committee, Inc. and approved by the State Board of Master Electricians.

USING THIS BULLETIN

The policies and procedures for communicating with and submitting your application to PSI during the examination process and, after the exam, with the Board during the licensing process are presented in this bulletin. You will find study information about the examinations and instructions for what to do after you have passed the exam to become licensed as a Master or Journeyman Electrician by the State of Maryland. The bulletin is essentially an “application packet.” It contains the forms that must be submitted to PSI for exam eligibility determination and registration. The required forms are included at the end of this bulletin).

READ THIS ENTIRE BULLETIN **before** completing the forms. We welcome your calls to our 800 service number; however, **before** calling with questions about the forms or about the examination process please review this bulletin as it may answer your questions for you.

KEEP THIS BULLETIN FOR REFERENCE. Not only does it contain the examination content outline which will assist your study, but it will be a handy reference throughout the examination and application process. PLEASE HAVE THIS BULLETIN WITH YOU whenever you call about your application.

EXAMINATION REGISTRATION

To be eligible to **register for the examination**, the applicant shall have satisfactorily completed the required work experience. The instructions and forms are located beginning on page 8 of this bulletin. When completing them, you may make duplicate copies of the blank forms if your information will exceed the space allowed on one sheet. Read the instructions carefully, as detailed information is provided about how to fill out each form along with step-by-step guidance to assist you in making a determination about your own eligibility before you apply.

The completed forms and a money order, cashier’s check, certified check, personal check, or a company check must be submitted to PSI. Cash is not accepted. It is your responsibility to make sure that all forms are completed correctly and the correct fee is included.

Mail the forms and fee to:

<p>PSI Attn: Master Electrician Examinations 3210 E Tropicana Las Vegas, NV 89121</p>

MATERIAL REVIEW AT PSI

Please allow approximately 10 business days from the day you mail your registration materials to receive from PSI notification as to your eligibility; a notice of denial of eligibility; or a request for clarification, fee correction, or additional information.

Complete Registrations:

If all information is complete and acceptable and is accompanied by the correct fee, PSI will issue a confirmation notice authorizing you to call to make a test appointment.

Incomplete Registrations:

If any information is missing, incomplete, or in need of clarification, PSI will notify you by phone and/or mail so that you can provide the information or fee correction necessary before your registration can be accepted. Any delay in responding to a request for additional material may jeopardize your registration and delay your test. In some cases, registrations may need review and approval of the Board.

Questions and Inquiries

For PSI

All questions and requests for information about your **application packet** for the **examinations** should be directed to:

PSI
3210 E Tropicana
Las Vegas, NV 89121
<https://test-takers.psiexams.com/mdelec>
(855) 898-0715 • FAX (702) 932-2666
TDD (800) 735-2929

For the State Board of Master Electricians

Waivers, reciprocity, and reinstatement require review/approval by the State Board of Master Electricians. Questions about these and all questions concerning applications for **licensure** after you have passed the examination should be directed to the:

State of Maryland, Board of Master Electricians
500 N. Calvert St., Room 481
Baltimore, MD 21202-3651
(410) 230-6231 • FAX (410)244-0977
TTY: MD Relay Service (800) 735-2258

REQUIREMENTS FOR THE MASTER ELECTRICIAN EXAMINATION

1. The applicant must have engaged or employed regularly and principally in providing electrical services for all types of electrical equipment and apparatus for at least 7 years while under the direction and supervision of:
 - (a) a Master Electrician, or
 - (b) a similar qualified employee of a governmental unit.
2. The State Board may allow an applicant up to 3 years of credit toward the experience required with proof that the applicant has completed a formal course of study or professional training in electrical installation comparable to the required experience. (Allow an additional 2 months for this review.)
3. An ORIGINAL form of certification of experience and evidence of any formal course of study must be furnished by the applicant with the registration for examination.

WAIVER OF EXAMINATION REQUIREMENTS FOR APPLICANTS HOLDING A LOCAL MASTER'S REGISTRATUION

1. A waiver of the examination may be granted for an individual who holds a local Master's registration if the applicant:
 - (a) Pays the application fee required, and

- (b) Provides evidence that the applicant:
 - (i) Meets the qualifications specified above, and
 - (ii) Became registered in a local jurisdiction after:
 1. Passing, in that local jurisdiction, an examination that is equivalent to the State examination, and
 2. Meeting, in that local jurisdiction, requirements that are equivalent to the licensing requirements for State examination applicants.
2. Applicants requesting a waiver must obtain and complete an application and submit it with the following directly to the Board:
 - a. A statement from the local jurisdiction certifying that the applicant's registration is in good standing with the local jurisdiction,
 - b. A statement that the applicant obtained the local registration by taking an exam equivalent to the exam by the State, and
 - c. The date of the local examination.

WAIVER OF EXAMINATION REQUIREMENTS FOR OUT-OF-STATE APPLICANTS

1. The exam may be waived for an individual who is licensed to provide electrical services as a Master Electrician in another state if the applicant:
 - (a) Pays the appropriate application fee, and
 - (b) Provides evidence that the applicant:
 - (i) Meets the qualifications,
 - (ii) Holds an active license in good standing in that state,
 - (iii) Holds a license that is equivalent to the Maryland State license, and
 - (iv) Became licensed in another state after meeting, in that state, requirements that are at least equivalent to the license requirements for Maryland State examinations applicants INCLUDING 7 years of work experience equivalent to the experience required for Maryland Master Electricians.

NOTE: The Board may grant a waiver only if the state in which the applicant is licensed waives the exam for licensees of this state to a similar extent as Maryland waives the exam requirements for individuals licensed in that state.

Important Notice to Master Electricians in Maryland, Washington, D.C., West Virginia, Virginia and Delaware

The West Virginia State Fire Marshal and the Maryland Board of Master Electricians have entered into an agreement to waive the written exam for any individual who currently holds a master electrician license issued by either Maryland or West Virginia, which is in good standing, if the individual has passed the written licensure exam in obtaining the other state's master electrician license, and is otherwise qualified.

EXAMINATION CONTENT OUTLINES AND REFERENCE MATERIALS

This means that an individual who is licensed by the West Virginia State Fire Marshal may apply to the State Board of Electricians without having to take the Maryland written licensure exam, so long as the applicant passed the licensure exam in West Virginia and has held the license for **at least two years**, in good standing.

Individuals holding a license in good standing in Virginia or Washington, D.C. who have passed the written examination in Virginia or Washington, D.C. may apply for licensure in Maryland without taking the Maryland written exam.

Additionally, licensees holding a Delaware license in good standing for **at least five years** who passed the exam in Delaware may also apply for licensure without taking the Maryland written exam.

Each licensing authority will review the applications submitted under this agreement to ensure that applicants are otherwise eligible to obtain a license.

The Board also issues licenses, through reciprocity to individuals, who hold a *current master electrician's registration* in one of the Maryland counties or Baltimore City.

PREPARING FOR THE EXAMINATION

TIPS FOR EXAMINATION PREPARATION

The following suggestions will help you prepare for your exam. Planned preparation increases your likelihood of passing.

- Use the exam content outline provided in this bulletin as the basis of your study.
- Learn the major points associated with each outline topic.
- Underline or highlight key ideas for later review.
- Review the Code, making sure you understand each idea before going on to another.
- Check each topic off the outline when you feel you have an adequate understanding. Plan to take your test when all topics have been checked.
- Your studies will be most effective if you study frequently, for about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

Many of the reference materials listed are available for purchase at www.psionlinestore.com or by calling the PSI Online Store, toll-free, at (866) 589-3088.

Titles currently in stock are listed on the order form near the end of this candidate information bulletin.

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference.

If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

MASTER ELECTRICIAN

# of Questions	Minimum Passing Score	Time Allowed
90 (100 points)	70%	240 minutes

Content Outline

1.	Electrical Theory (Ten 2-point items) <ul style="list-style-type: none"> a. Definitions b. Theory Including Ohm's Law c. Techniques d. Troubleshooting e. Equipment/Devices f. Instruments g. Materials h. Math i. Conversions j. Diagrams k. Symbols 	20
2.	Wiring and Protection <ul style="list-style-type: none"> a. NEC Article 100 b. NEC Article 110 c. NEC Article 200-210 d. NEC Article 215-225 e. NEC Article 230 f. NEC Article 240 g. NEC Article 250-285 	14
3.	Wiring Methods and Materials <ul style="list-style-type: none"> a. NEC Article 300 b. NEC Article 310-314 c. NEC Article 320-330 d. NEC Article 332-356 e. NEC Article 358-374 f. NEC Article 376-398 	13
4.	Equipment for General Use <ul style="list-style-type: none"> a. NEC Article 400-411 b. NEC Article 422-427 c. NEC Article 430-450 d. NEC Article 455-490 	9
5.	Special Occupancies <ul style="list-style-type: none"> a. NEC Article 500-525 b. NEC Article 530-547 c. NEC Article 550-590 	8
6.	Special Equipment <ul style="list-style-type: none"> a. NEC Article 600-675 b. NEC Article 680-695 	4
7.	Special Communications <ul style="list-style-type: none"> a. NEC Article 700-708 b. NEC Article 720-830 	2
8.	Calculations	30

REFERENCE MATERIAL

Review of the following is advised.

- ❑ Ohm's Law
- ❑ Electrical Theory and Mathematics
- ❑ Practical Electrical Field Work Practices
- ❑ Local Code Rulings as Applicable

This examination is an OPEN BOOK examination. Candidates may bring in reference books. However, no study guides are allowed. Reference books may be indexed, and may contain highlighted or underlined text. All materials must be unmarked (not written in) and may not contain additional papers (loose or attached).

THIS REFERENCE WILL NOT BE PROVIDED AT THE TEST CENTER. THIS IS THE ONLY REFERENCE ALLOWED IN THE TESTING ROOM.

- ❑ National Electrical Code, NFPA 70, 2017, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, (617) 770-3000, <https://www.amazon.com/NFPA-70-National-Electrical-Code/dp/1455906727> (As of 2/1/24, both a 2017 NEC or 2020 NEC version of the examination will be offered. As of 5/2/24, only the 2020 NEC version of the examination will be offered)

You may tab your reference materials using the following acceptable tabs: Avery Swift Tabs Self-Adhesive Permanent Plastic Tabs; Redi-Tag Self-Stick Permanent Adhesive Index Tabs. The following tabs are unacceptable: Post-It Index Flags; Post-It Flags.

NO MATTER WHAT IS ON THE TAB PACKAGE, IF THE PSI PROCTOR IS ABLE TO REMOVE THE TABS WITHOUT RIPPING THE PAGE, YOU WILL NEED TO REMOVE THE TABS BEFORE YOU TAKE THE EXAM. DO NOT USE THE TABS THAT HAVE PAPER INSERTS. THE PAPER INSERTS WILL BE REMOVED.

REQUIREMENTS FOR THE JOURNEYPERSON ELECTRICIAN EXAMINATION

1. The applicant must have engaged or employed regularly and principally in providing electrical services for all types of electrical equipment and apparatus for at least 3 years while under the direction and supervision of:
 - (a) a Master Electrician, or
 - (c) a similar qualified employee of a governmental unit.
2. The State Board may allow an applicant up to 3 years of credit toward the experience required with proof that the applicant has completed a formal course of study or professional training in electrical installation comparable to the required experience. (Allow an additional 2 months for this review.)
3. An ORIGINAL form of certification of experience and evidence of any formal course of study must be furnished by the applicant with the registration for examination.

WAIVER OF EXAMINATION REQUIREMENTS FOR APPLICANTS HOLDING A LOCAL JOURNEYPERSON'S REGISTRATIION

1. A waiver of the examination may be granted for an individual who holds a local Journeyman's registration if the applicant;
 - (a) Pays the application fee required, and
 - (b) Provides evidence that the applicant:
 - (j) Meets the qualifications specified, and
 - (ii) Became registered in a local jurisdiction after:
 1. Passing, in that local jurisdiction, an examination that is equivalent to the State examination, and
 2. Meeting, in that local jurisdiction, requirements that are equivalent to the licensing requirements for State examination applicants.
2. Applicants requesting a waiver must obtain and complete an application and submit it with the following directly to the Board:
 - a. A statement from the local jurisdiction certifying that the applicant's registration is in good standing with the local jurisdiction,
 - b. A statement that the applicant obtained the local registration by taking an exam equivalent to the exam by the State, and
 - c. The date of the local examination.

WAIVER OF EXAMINATION REQUIREMENTS FOR OUT-OF-STATE APPLICANTS COMING SOON!

CURRENTLY THERE ARE NO WAIVER PROVISIONS IN PLACE FOR JOURNEYPERSONS FROM OTHER STATES OR WASHINGTON DC TO RECIPROCATATE TO A MARYLAND JOURNEYPERSON LICENSE.

PREPARING FOR THE EXAMINATION

TIPS FOR EXAMINATION PREPARATION

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EXAMINATION CONTENT OUTLINES AND REFERENCE MATERIALS

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference.

If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

JOURNEYPERSON ELECTRICIAN

# of Questions	Minimum Passing Score	Time Allowed
70	49 (70%)	210 minutes

Content Outline

1.	Electrical Theory l. Definitions m. Theory Including Ohm's Law n. Techniques o. Troubleshooting p. Equipment/Devices q. Instruments r. Materials s. Math t. Conversions u. Diagrams v. Symbols	20
2.	Wiring and Protection h. NEC Article 100 i. NEC Article 110 j. NEC Article 200-210 k. NEC Article 215-225 l. NEC Article 230 m. NEC Article 240 n. NEC Article 250-285	20
3.	Wiring Methods and Materials g. NEC Article 300 h. NEC Article 310-314 i. NEC Article 320-330 j. NEC Article 332-356 k. NEC Article 358-374 l. NEC Article 376-398	12
4.	Equipment for General Use e. NEC Article 400-411 f. NEC Article 422-427 g. NEC Article 430-450 h. NEC Article 455-490	6
5.	Special Occupancies d. NEC Article 500-525 e. NEC Article 530-547 f. NEC Article 550-590	4
6.	Special Equipment c. NEC Article 600-675 d. NEC Article 680-695	2
7.	Special Communications c. NEC Article 700-708 d. NEC Article 720-830	6

REFERENCE MATERIAL

Review of the following is advised.

- Ohm's Law
- Electrical Theory and Mathematics
- Practical Electrical Field Work Practices
- Local Code Rulings as Applicable

This examination is an OPEN BOOK examination. Candidates may bring in reference books. However, no study guides are allowed. Reference books may be indexed, and may contain highlighted or underlined text. All materials must be unmarked (not written in) and may not contain additional papers (loose or attached).

THIS REFERENCE WILL NOT BE PROVIDED AT THE TEST CENTER. THIS IS THE ONLY REFERENCE ALLOWED IN THE TESTING ROOM.

- National Electrical Code, NFPA 70, 2017, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, (617) 770-3000, <https://www.amazon.com/NFPA-70-National-Electrical-Code/dp/1455906727> (As of 2/1/24, both the 2017 NEC or 2020 NEC version may be used.)

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SAMPLE MASTER /JOURNEYPERSON QUESTIONS

The following questions are offered as examples of the **types** of questions you will be asked on the examination. The examples do not represent the full range of content or difficulty levels found in the actual examinations. They are intended to familiarize you with the types of questions you can expect to find in the examinations. (The answer key is found after the question H.)

- A. Voltage can be defined as
 1. resistance to current flow.
 2. rate of electron flow.
 3. electromotive force or pressure.
 4. measurement of electrical power.
- B. What is the demand load in kW for a 15-kW range installed in a dwelling unit?
 1. 8.0 kW.
 2. 9.2 kW.
 3. 10.8 kW.
 4. 15.0 kW.
- C. Type MI cable conductors shall be of solid or nickel-clad _____ with a resistance corresponding to standard AWG sizes.

1. aluminum
 2. steel
 3. brass
 4. copper
- D. What is the maximum percent of fill allowed in auxiliary gutters?
1. 15 Percent.
 2. 20 percent.
 3. 24 percent.
 4. 36 percent
- E. Stray current paths of induction heating elements of pipelines and vessels shall be _____ to prevent arcing.
1. bonded
 2. disconnected
 3. shunted
 4. isolated
- F. Conduit systems in Class II locations may be bonded with
1. locknuts
 2. double locknuts.
 3. bonding jumpers.
 4. bonding connectors.
- G. Manufactured wiring systems may have listed armored cable that contains _____ grounding conductor.
1. an equipment
 2. an orange
 3. a green
 4. a Nominal
- H. An ohmmeter measures 32 ohms resistance across a 240-volt electric heater. What is the wattage of the heater?
1. 7.5 watts.
 2. 900 watts.
 3. 1500 watts.
 4. None of the above.

Answer Key:

A:3, B:2, C:4, D:2, E:1, F:3, G:1, H:4

FEES

Payment of the registration fee is valid for one examination only. Examination registration fees are not refundable and are not transferable. **Examination registration fees are valid for one year.**

- Master/Journeyman Electrician Examination\$65

Payment can be made by money order, certified check, cashier's check, personal check, or company check made payable to PSI. Cash is not accepted.

Include your name and/or social security number on your check to ensure that your fee is properly assigned.



SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your Social Security number only as an identification number in maintaining your records and reporting your grades to the Department. The Department requires all candidates to accurately disclose their Social Security number.

SCHEDULING PROCEDURES

CONFIRMATION NOTICE

Upon approval of your registration materials, PSI will confirm your eligibility to take the examination by mailing you a confirmation notice which authorizes you to call to make a test appointment. If you do not receive a confirmation notice within three weeks of sending your registration materials, call (855) 898-0715 to confirm your status at PSI.

Once approved, it is your responsibility to contact PSI to pay for and schedule the examination.

ON-LINE ([HTTPS://TEST-TAKERS.PSIEXAMS.COM/MDELEC](https://test-takers.psiexams.com/mdelec))

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at <https://test-takers.psiexams.com/mdelec>. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

TELEPHONE

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

PSI registrars are available at (855) 898-0715, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

CANCELING OR RESCHEDULING AN APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days before the scheduled examination date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may reschedule online at <https://test-takers.psiexams.com/mdelec> or call PSI at (855) 898-0715.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the test as scheduled, and you will forfeit your examination

fee, if you:

- Do not cancel your appointment two days before the scheduled testing date; or
- Do not appear for your examination appointment; or
- Arrive too late to begin your test without disrupting the center's schedule; or
- Do not present proper identification when you arrive for the examination.

REASONABLE ACCCOMMATION AND OUT-OF-STATE TESTING

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request for alternative arrangements by Clicking Here.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations. Once you have paid for the examination, enter your zip code and a list of the testing sites closest to you will appear.

EMERGENCY TEST CENTER CLOSING

In the event that inclement weather or other emergencies force the closure of a test center on an assigned test date, your examination will be rescheduled. You will be notified of the new date and time of the test. Every effort will be made to schedule a convenient time as soon as possible.

REPORTING FOR THE EXAMINATION

TESTING CENTER LOCATIONS

The following are the testing centers where you may take the examinations:

BALTIMORE FALLS ROAD CENTER:

Mount Washington Area
6115 Falls Road, Suite 100
Baltimore, MD 21209

*From the Beltway I-695, take I-83 South (Jones Falls Expressway) to the Northern Pkwy exit East. Turn left onto Northern Pkwy heading East. Turn left onto Falls Road. Go about 1 mile. You will come to a light rail overpass/bridge. The testing center building is **immediately** on your right, on the other side of the overpass/bridge. When you turn in, you will drive past the "MAIN Entrance" and turn right in the lot, proceeding to free parking available on the left side and rear side of the building. Please come back to the "MAIN Entrance" and enter the building there (not the rear entrance). PSI is in Suite 100, the first suite door to your left. This site is also conveniently located adjacent to an MTA light rail station, and accessible by MTA bus routes.*

Note: Due to building management requests, please DO NOT DISTURB other business neighbors for directions to PSI's office.

COLLEGE PARK CENTER:

The Sterling Building
4920 Niagara Road, Suite 400

College Park, MD 20740

From I-95 North/Beltway, take Exit 25/Route 1 toward College Park. Continue straight across Route 1 onto Edgewood Road. Continue to the 4-way stop. Turn left onto Rhode Island Avenue. Turn left at the next road - Niagara Road. The Sterling Building is on the right. Park in the appropriately marked spaces.

From I-95 South take Exit 25. Stay in the left turn lane and make a left at the next light which is Edgewood Road. Continue to the 4-way stop. Turn left onto Rhode Island Avenue. Turn left at the next road - Niagara Road. The Sterling Building is on the right. Park in the appropriately marked spaces.

CROFTON CENTER:

Morauer III Building
2137 Espey Court, Suite 3
Crofton, MD 21114

From Defense Highway (450), take the Priest Bridge Rd exit going South. Turn right on Espey Court.

From the Washington Beltway, take 50 East to 3 North. Turn right on Defense Highway (450), take the Priest Bridge Rd exit going South. Turn right on Espey Court.

HAGERSTOWN CENTER:

140 West Franklin Street, Suite A
Hagerstown, MD 21740

From I 70: Take exit 32B Hagerstown. This is US Route 40 west. Follow Route 40 for 4.1 miles to 140 W. Franklin Street. It is slightly past the intersection of Jonathan and Franklin. You must turn into the church parking lot on the right before you reach 140 W. Franklin Street.

From I 81: Take exit 6 US Route 40 east. Follow on Route 40 for 1.6 miles and turn left on to Jonathan Street. After one block turn left on to Franklin Street. Stay right and enter the church parking lot. This will come up quickly on the right.

There are many parking spots reserved for PSI testing on the lot. You will then walk past the front of the church and into 140 W. Franklin Street, Suite A is on the ground floor. No steps required to enter.

There is one handicapped spot reserved for PSI on the lot at 140 W. Franklin Street near the entrance door. All other parking has to be on the church lot.

MID-ATLANTIC TESTING COMPANY

13992 Baltimore Ave, Suite 205
Laurel, MD 20707

Take exit 33A off of I-95. Take ramp right for MD-198 East toward Laurel. Turn right onto US-1 South - Washington Blvd S. The last intersection is Cypress St. - Arrive at 13992 Baltimore Ave.

BRAINSEED TESTING SERVICES:

1322 Belmont Ave, Bldg 2, Suite 203
Salisbury, MD 21801

The Center is located with the East Park Professional Center and is just off route 50.



REPORTING TO THE TEST CENTER

On the day of the exam, you should arrive at least 30 minutes before your scheduled appointment. This extra time is for sign-in and identification and to familiarize you with the test process.

REQUIRED IDENTIFICATION

You must provide two (2) forms of identification. One must be a VALID form of government-issued identification (Driver's License, State ID, Passport, Military ID) which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the registration form and your education certification.

If you cannot provide the required identification, you must call (855) 898-0715 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.*

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Candidates may take only approved items into the examination room.
- You will have access to an online calculator.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any

items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.

- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION

The examination will be administered via computer. You will be using a mouse and computer keyboard.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

TEST QUESTION SCREEN

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

PSI, in cooperation with the Board, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the comments key on the keyboard. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, and all substantive comments are reviewed. This is the only review of examination materials available to candidates.

SCORE REPORTING

Your passing or failing indication will appear immediately on the computer screen at the end of your test. Your score is given as an overall pass/fail grade and if you fail, as a set of scores for the major sections of the exam outline. Exam results are confidential and will be revealed only to you and the Board/Department. A passing grade of **70%** is required to qualify for a license as a Master Electrician.

Passing candidates will receive notice of successful completion of the examination on a form which becomes the official application for licensure, from the Board.

If you do not pass, you may submit a new examination registration form to PSI with the appropriate fee and schedule a new appointment to retake the exam.

NOTE: Applicants who have failed the Master or Journeyman Electrician examination must wait for 30 days from their most recent exam before retaking the exam.

EXPERIMENTAL QUESTIONS

In addition to the number of questions per examination, a small number of five to ten "experimental" questions may be administered to candidates during the examinations. These questions will not be scored, and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com.

LICENSE APPLICATION INSTRUCTIONS

Applicants who pass the exam will NOT receive any additional notices from PSI. They will receive two cards from Labor. The first is the registration number used for electronic filing. The second is the personal identification number (PIN) that is used in conjunction with the registration for electronic filing.

Questions regarding the license application should be directed to the Board at 1-410-230-6231. **Do not contact PSI.**

CONVICTION HISTORY INFORMATION

Conviction of an offense is not an automatic bar to licensure or certification. The applicant's written account of any convictions and current status of any conviction relative to incarceration, parole, probation, payments of a fine, restitution, etc. and a certified "true test" copy of any court dockets (which may be obtained from the clerk of the court in the jurisdiction of the conviction) must be submitted directly to the Board for review and determination. In addition to this documentation, send one copy (each) of your examination registration form and your education and work experience forms to the Board at the address on page 2 of this handbook, not to PSI. **DO NOT SEND YOUR EXAMINATION FEE PAYMENT AT THIS TIME.** Decisions of the Board will be made on a case-by-case basis. Once the Board has reviewed and approved your submittal, you may submit your original application packet, with your examination fee payment, to PSI in accordance with the application packet instructions provided in this handbook.

INSTRUCTIONS AND FORMS

Please follow the instructions in this section carefully.

CERTIFICATION FORMS

The forms to be used to verify the required employment for the Master Electrician Examination are found on pages 10 and 11. These pages may be photocopied for the submission of additional experience information. Original pages must be submitted with your Examination Registration Form.

EXAM REGISTRATION FORM

Be sure that the registration form is complete, accurate, and signed and that you include all attachments and the correct fee. Detailed instructions on completing the form are provided below. Improperly completed forms will be returned to you unprocessed.

1. **Name** - Print your name in the boxes provided, using one box per letter. If your name is longer than the boxes allow, print as many letters as possible.
2. **Social Security Number** - Your Social Security Number is used for identification purposes only. Print one number per box.

LICENSE APPLICATION



3. **Mailing Address** - Print only one letter or number per box. Do not include punctuation marks; leave blank spaces to show spaces. All information will be sent to the address you provide here. Do not use a PO Box unless it is accompanied by a rural delivery route number. Indicate home or work address with an "X".
4. **Telephone Numbers** - Provide both home and office phone numbers (including area codes).
5. **Email Address** - Please print email address on line provided.
6. **Birth Date/Birth Place** - Provide you date of birth (e.g. "06-01-50" for June 1, 1950). Provide the city and state of your birth.
7. **Exam** - Indicate whether you are taking this exam for the first time by placing an "X" in the appropriate box and providing a test date, if appropriate.
8. **Total Payment** - The fee for the Maryland Master Electricians Examination is \$65.

Fees are not refundable and are not transferable.

9. **Reasonable Accommodation and Out-of-State Testing Form** - Applicants with disabilities or those who would otherwise have difficulty taking the exam must specify the alternative arrangement requested and complete the form on page 14.

Applicants who live outside of Maryland and want to take the exam in another state should check "yes" and complete the form on page 14.

10. **Current or Prior License** - Check the appropriate box to indicate whether or not you currently hold or have ever held a Master Electrician's license. If yes, indicate date, state of license, and registration number and enclose a copy of the license.
11. **Required Information** - All applicants must answer all three questions by indicating either "yes" or "no" with an "X". Applicants who answer "Yes" to Question #2 and/or #3, must follow the procedures below:
 - a. Send their application/Registration form without money to the State Board of Master Electricians at 500 N Calvert St., Room 201 Baltimore, MD 21202, and **not to PSI**.
 - b. In cases of a conviction of a felony or misdemeanor, please include:
 - (1) A "true test copy" of the court docket where the action was heard;
 - (2) A letter in their own words outlining what actually happened, their current status as it relates to the case, and what they have done since the occurrence to turn things around;
 - (3) A letter from their parole/probation officer outlining their current status and probable date of completion, if the applicant is still on parole or probation; and
 - (4) Letters of reference are encouraged from current employers, ministers, and other people who may be able to speak to the character of

the applicant and changes in lifestyle since the conviction.

- c. In cases of a denial, suspension, or revocation of a license, certificate, registration or permit, the applicant is required to include with their application package:
 - (1) A copy of the final order of action where the action occurred; and
 - (2) A letter in their own words what had occurred; and
 - (3) Letters of reference are encouraged to show the applicant's employment activities and character.

The applicant will be notified by the Board as to the acceptance of their application package. If it is accepted and approved, it will be forwarded to PSI, who will notify the applicant of the amount due for the examination.

12. **Category** - Check the appropriate category box: Active, Inactive, or Qualified Agent.
13. **Affidavit and Signature** - All applicants are required to read the Affidavit, then sign and date the application. The application is not complete and will not be accepted if it is submitted without your signature.

CHECKLIST FOR YOUR APPLICATION

In order to be considered complete, your application packet for the Master Electrician Examination MUST contain the following items:

- Completed Experience Certification Form with evidence of certified approved school study (if applicable).
- Completed and SIGNED Registration Form.
- Completed and signed Reasonable Accommodation Request /Out-of-State Testing Form (if applicable).
- Explanatory information, as appropriate.
- A money order, certified check, cashier's check, personal check, or company check for the examination fee made out to PSI. Cash is not accepted.

MARYLAND MASTER ELECTRICIAN CERTIFICATION FORM

****THIS PAGE MUST BE PRINTED ON ORIGINAL COMPANY LETTERHEAD****

Name of Applicant _____ Social Security Number _____

Work Experience

The applicant shall have been engaged or employed regularly and principally in providing electrical services for all types of electrical equipment and apparatus for at least seven (7) years while under the direction and supervision of a licensed Master Electrician or a similarly qualified employee of a governmental unit.

Master Electrician Information:

Name of Master _____ Master License # (*Attach Copy of License*)

License Jurisdiction _____ License Issue Date _____ License Expiration Date

Name of Employer/Company _____ Employer/Company Telephone Number

Employer/Company Address _____ City _____ State _____ Zip

Signature of Master _____ Date

Applicant Information:

Title (Journeyman, Electrical Helper, Apprentice, etc.)

Detailed Description of Work Duties

Date From (Mo/Dy/Yr) _____ Date To (Mo/Dy/Yr)

Attach additional sheets if more space is required. You must show seven (7) years' experience.



MARYLAND JOURNEYPerson ELECTRICIAN CERTIFICATION FORM
(COMPANY LETTERHEAD IS NOT REQUIRED)

Name of Applicant _____ Social Security Number _____

Work Experience

The applicant shall have been engaged or employed regularly and principally in providing electrical services for all types of electrical equipment and apparatus for at least THREE (3) years while under the direction and supervision of a licensed Master Electrician or a similarly qualified employee of a governmental unit.

Master Electrician Information:

Name of Master _____ Master License/Registration # (*Attach Copy of License*)

License/Registration Jurisdiction _____ License Issue Date _____ License Expiration Date _____

Name of Employer/Company _____ Employer/Company Telephone Number _____

Employer/Company Address _____ City _____ State _____ Zip _____

Signature of Master _____ Date _____

Applicant Information:

Title (Journeyman, Electrical Helper, Apprentice, etc.)

Detailed Description of Work Duties

Date From (Mo/Dy/Yr) _____ Date To (Mo/Dy/Yr) _____

Attach additional sheets if more space is required. You must show THREE (3) years' work experience.



EDUCATION OR PROFESSIONAL TRAINING

The Board may allow an applicant up to three (3) years of credit toward the experience required above, if the State Board determines that the applicant has completed a formal course of study or professional training in electrical installation comparable to the required experience.

Education	Formal Apprenticeship Program	Office Use
Name of School	Name of Employer	
Address	Address	
City, State, Zip	City, State, Zip	
Phone	Phone	
Date From (Mo/Dy/Yr)	Date From (Mo/Dy/Yr)	
Date To (Mo/Dy/Yr)	Date To (Mo/Dy/Yr)	Years/Months

Attach copy of school records, transcripts, diploma, or have this application signed by responsible authority to attest that you attended the school above or were associated with a Formal Apprenticeship Program named in this application.

Reason for Denial: _____

In accordance with Executive order 01.01.1983-18, the Department of Labor, Licensing and Regulation is required to advise you as follows regarding the collection of personal information.

Personal information requested by the licensing agency of the Department necessary in determining your eligibility for licensure. Such personal information is also intended for use as an additional means of verifying the licensee's identity or to enable the agency to communicate, in a timely manner, with the licensee should the need arise. The licensee has a right to inspect his personal record and to amend or correct the personal data if necessary.

Personal information is generally available for inspection by the public only in accordance with the Public Information Act. Personal information is not routinely shared with state, federal, or local governmental agencies.

I hereby certify under penalty or perjury that the information contained herein is true and correct to the best of my knowledge, information, and belief. I further authorize the release of any information contained within this application to an authorized representative of the Department of Labor, Licensing, and Regulation for further investigation.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Verification of Packet Contents

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Exam Registration Form | Date Received at PSI: __/__/__ | <input type="checkbox"/> Certification Form | Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Signed | Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Signed | |
| <input type="checkbox"/> Completed | Special Requests: _____ | <input type="checkbox"/> Completed | |
| <input type="checkbox"/> Incomplete: _____ | | <input type="checkbox"/> Incomplete | |
| <input type="checkbox"/> Fee | <input type="checkbox"/> Standard Registration | <input type="checkbox"/> Total Fee Received \$ _____ | |

CANDIDATE NOTIFICATION

Suspense Actions (30-day period)

- Temporary verbal suspension: _____
- Telephone calls to candidate:

Call 1	Date _____	Results _____	Initials _____
Call 2	Date _____	Results _____	Initials _____
Comments: _____			
 - Contact calls / Faxes to client:

Call(s)	Date _____	Results _____	Initials _____
Comments: _____			
Fax(es)	Date _____	Results _____	Initials _____
Comments: _____			

Denial Notice

Form mailed Date _____ Initials _____

Confirmation Notice

Form mailed Date _____ Initials _____

Management Approval: Signature _____ Date _____



9. Reasonable Accommodation or Out-of-State Testing Request:

I am submitting Reasonable Accommodation Request with required documentation. Yes No

10. Current or Prior License: Do you now or have you ever held a Master or Journeyman Electrician License? Yes No
If yes, provide date of original issue, license state, and registration number below and enclose a copy of the current/former license.

_____	_____	_____
Date	State of Licensing	Registration Number

Copy of current/former license is attached Yes No

For Internal Use Only

11. ALL applicants must answer the following three questions.

- | | | |
|--|--------------------------|--------------------------|
| | Yes | No |
| 1) I am 18 years of age or older | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Have you ever been convicted of a felony or misdemeanor in any State or Federal Court? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Have you ever had this type of license, certificate, registration or permit denied, suspended or revoked by Maryland or any other jurisdiction? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answer "yes" to any of the conduct questions above, please attached a true test copy of the court docket or record relating to your conviction.

12. Select a Category (required):

Category 01 - Active Master

To be an "ACTIVE" licensee, you must be operating as an individual and be insured. An active licensee may contract to provide electrical services and/or obtain work permits.

Category 02 - Inactive Master

- 1) A licensee in inactive status may not use a state license to obtain a local license for providing electrical services as a Master Electrician in a local jurisdiction of the state, and
- 2) In a County that requires a state license, a licensee in inactive status may not provide services as a Master Electrician.

Category 04 - Qualified Agent

A "QUALIFIED AGENT" is an individual, WHO IS INSURED AND ASSIGNS THEIR LICENSE TO A COMPANY/CORPORATION. The licensee allows their license to be used by a company/corporation to enter into contracts to provide electrical services and/or to obtain work permits. The licensee is responsible for all electrical activities conducted under their license.

Category 05 - Journeyman

A Journeyman is an individual, WHO IS AUTHORIZED TO PROVIDE OR ASSIST IN PROVIDING ELECTRICAL SERVICES UNDER THE DIRECTION AND CONTROL OF A LICENSED MASTER ELECTRICIAN, in training to become a Master electrician.

13. Affidavit/Signature

If the address of this registration is not within the State of Maryland, I do hereby irrevocably consent that suits and actions may be commenced against me in the proper courts of the State of Maryland as provided by the Annotated Code of Maryland.

I hereby certify that the information provided on both sides of this registration and in the attached application forms is true and correct and the Maryland State Board of Master Electricians may rely on its truthfulness in considering this registration, and that this registration is signed and sworn to under penalty of perjury.

Sign Here _____

Signature of Applicant Date

* Applicants with a conviction history as described on page 7 of the Bulletin must follow the instructions on that page.

Complete and send this form, fee, certification form, and applicable attachments to:

PSI
ATTN: Examination Registration MD ELEC
3210 E Tropicana * Las Vegas, NV 89121
<https://test-takers.psiexams.com/mdelec>
Phone: (855) 898-0715 FAX: (702) 932-2666

REMEMBER TO SIGN THIS FORM IN ITEM #13 AND ENCLOSE ALL ATTACHMENTS REQUIRED.

For Office Use Only

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To place an order for one or more of the following items listed, you may:

➤ Order online at www.pSIONlinestore.com

➤ Call the PSI Online store toll-free at (866) 589-3088

Note: prices are available online at www.pSIONlinestore.com

<input type="checkbox"/>	<u>NFPA 70 - National Electrical Code</u>
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Please note: Inventory and pricing subject to change without notice.

PSI
3210 E Tropicana
Las Vegas, NV 89121

