

## INSTRUCTIONS FOR APPRENTICE APPLICANTS

1. The application must be typed or printed in **ink** and be neat and **legible**. All questions must be completely answered relative to names, addresses, and dates of employment and school.
2. The present employer section must be filled out and **signed by your employer with his NH master license number**.
3. **Attach a copy of your high school or G.E.D. diploma.** (High School students see Elec 302.02 ( c) below)
4. A picture, taken not more than **six months** prior to filing, must be included.
5. The application must be **signed by the applicant**.
6. Enclose a check or money order for **\$15.00** made out to: TREASURER, STATE OF NEW HAMPSHIRE **(NO CASH)**  
**STATE OF NEW HAMPSHIRE RETURNED CHECK POLICY**
  - **We may re-present your checks electronically for any check returned for insufficient or uncollected funds.**
  - **Your returned check will not be provided to you with your bank statement, but you can get a copy by contacting your financial institution.**
  - **Per RSA 6:11-a, a fee of \$25 or 5 percent of the face amount of the check, whichever is greater, plus bank fees, will be charged for each returned check and collected with a separate electronic transaction.”**

### **Elec 302.02 Apprentice Qualifications.**

**(a)** All apprentice electricians shall be employed by a master electrician and shall obtain identification cards issued by the board. Apprentice electrician identification cards shall be valid for a period of 12 months.

**(b)** Apprentice applicants shall possess a high school diploma or equivalent.

**(c)** The diploma requirement shall be waived if the applicant is a registered student in a ‘youth apprenticeship program for high school students’ recognized and approved by the board as meeting the following requirements:

(1) Students enrolled in an approved vocational electrical program shall be registered with the board;

(2) Teachers in an approved vocational electrical program shall be currently licensed electricians in the state of NH, as in RSA 319-C:3 IX-a;

(3) Students shall be issued an apprentice identification card and shall be afforded all the opportunities to receive credit for a maximum of 144 hours of related classroom hours during the 2 year school program period;

(4) Students shall also be provided the opportunity to accumulate up to 250 credit hours of required field experience, on the job training hours, per year;

(5) Students shall record all accumulated schooling and field experience hours during the instructional program;

(6) The secondary education vocational center shall serve the student apprentice as the initial sponsor/master;

(7) Additional on the job training hours shall be accumulated when a student apprentice is employed with a second sponsor/master;

(8) Any sponsor/master participating in the program shall not employ more than 10% of the students from any single school electrical program unless other employers are not available;

(9) A school craft or advisory committee shall be assigned to oversee the electrical program;

(10) Upon successful completion of the 2 year program and graduation from high school, the student apprentices be credited with 144 hours of related instruction time by the department of education;

(11) Credit shall also be recognized for all accumulated on the job training hours, accompanied by certifications of completed field experience authenticated by the supervising master electrician;

(12) All credit shall be in accordance with the guidelines as described under (3); and

(13) If the student chooses to be employed part time by a sponsor/master, as described under (6) under no circumstances shall credit be recognized for accumulated field experience exceeding an additional 1500 hours before high school graduation.

**(e)** Apprentices shall satisfactorily complete a minimum of 144 hours of electrical schooling in an approved training course, as referenced in Elec 302.01, during each 12 month period that the apprentice identification card is valid.

**(f)** Upon receipt of certificate, transcript, or official letter of enrollment in or completion of electrical schooling, as referenced in Elec 302.02( c) an identification card shall be issued for another 12 months.

### **Elec 404.03 Supervision.**

**(a)** Electrical installations and high/medium voltage power distribution system installations performed by an apprentice electrician shall be directly supervised by a master or journeyman electrician at all times. The ratio of apprentice to licensed electrician shall not exceed one to one.

**(d)** If there is a failure of supervision as required by (a), (b) or (c) above the board shall undertake disciplinary proceedings against the licensee(s).

**(e)** Electrical installations made without the direct supervision of a master or journeyman electrician by an apprentice or high/medium voltage trainee shall be recorded on the apprentice or high/medium voltage trainee’s file regarding professional character for the board’s consideration when they apply for a license.



# State of New Hampshire

OFFICE OF THE STATE FIRE MARSHAL

## BUREAU OF ELECTRICAL SAFETY AND LICENSING

Mailing Address: 33 Hazen Drive, Concord, New Hampshire 03305

Office: 110 Smokey Bear Boulevard, Concord, NH

(603) 223-4289

www.nh.gov/safety/divisions/firesafety/building/electrician/



Do not use this space

Approved \_\_\_\_\_

Issued \_\_\_\_\_ I.D. # \_\_\_\_\_

Fee Received \$ \_\_\_\_\_ Check # \_\_\_\_\_

### APPLICATION FOR APPRENTICE / TRAINEE I.D. CARD PER RSA 319-C

A. Name: \_\_\_\_\_

Last

First

Middle Initial

B. Residence Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Street: \_\_\_\_\_ Street: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

C. Place of Birth: \_\_\_\_\_ D. Date of Birth: \_\_\_\_\_

E. Applying for: **Apprentice / High Medium Voltage Trainee** (circle one)

F. Do you have any type of Electrician's License in another state? \_\_\_\_\_ State: \_\_\_\_\_

G. Have you ever any type of Electrician's License or I.D. card in this state? \_\_\_\_\_

#### **Present Employer:** (to be filled out by employer)

H. Date Employment Started: \_\_\_\_\_

I. Employer: \_\_\_\_\_

Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

J. N.H. Master or High/Medium Voltage Electrician's License #: \_\_\_\_\_

K. Master or High/Medium Voltage Electrician's signature: \_\_\_\_\_

L. Nature of Employer's Business: \_\_\_\_\_

M. **Former Employer:** \_\_\_\_\_

Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

N. References:

Applicant shall give the names and addresses of 3 persons, unrelated to him/her, having knowledge of the applicant's character.

Name	Address
_____	_____
_____	_____
_____	_____

O. Education: (High School and any electrical schooling)

**Attach copy of high school or G.E.D. diploma and transcripts of any electrical schooling.**

School/Training Program	Years (to/from)	Date Graduated	Course	Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

P. Planning to attend required electrical schooling at: \_\_\_\_\_

Name and Location of School/Training Program

Q. Photo: \_\_\_\_\_ Date of Photo: \_\_\_\_\_

Attach unmounted recognizable passport size color photograph in this space.

**(Photographs taken more than six months prior to filing application are not acceptable.)**

**I understand that in order to renew my I.D. card, I must satisfactorily complete related training each year. Apprentices must show proof of satisfactorily completing training in electrical schooling each year.**

R. Signature: \_\_\_\_\_