



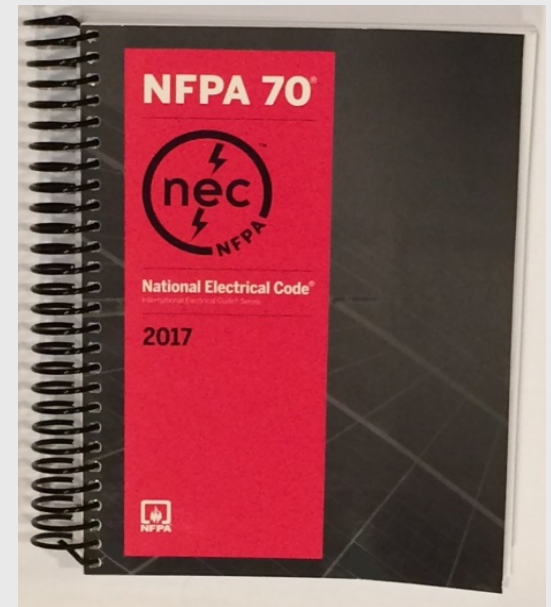
MN Chief Engineers Guild

**Registered Employers &
Employee Licensing or Registration**

Presentation by:
Steven Dudley

Electrical Work

- ▶ Installing
- ▶ Altering
- ▶ Repairing
- ▶ Planning or
- ▶ Laying-out of electrical wiring or equipment for electrical light, heat, power, technology circuits or systems



Technology Circuits or Systems

Class 2 or class 3 circuits or systems

- Remote control
- Signaling,
- Alarm and audio signal and
- Associated components



(continued)

Technology Circuits or Systems

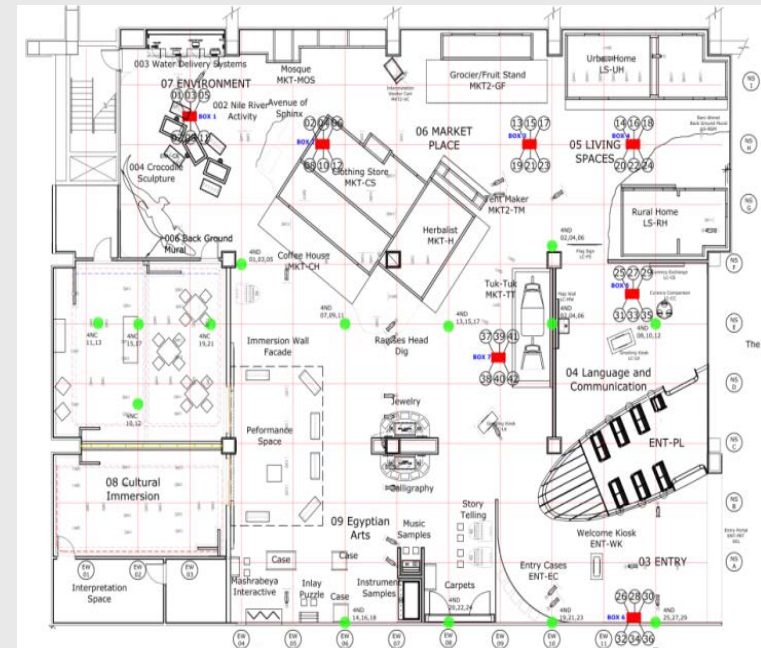
- ▶ Antenna and communication circuits or systems
- ▶ Indoor lighting and outdoor landscape lighting systems when they are *30 volts or less*



(Continued)

Master Electrician

- ▶ Licensed by the commissioner
- ▶ Training
- ▶ Experience
- ▶ Plan & lay-out
- ▶ Install & supervise
all types of electric work



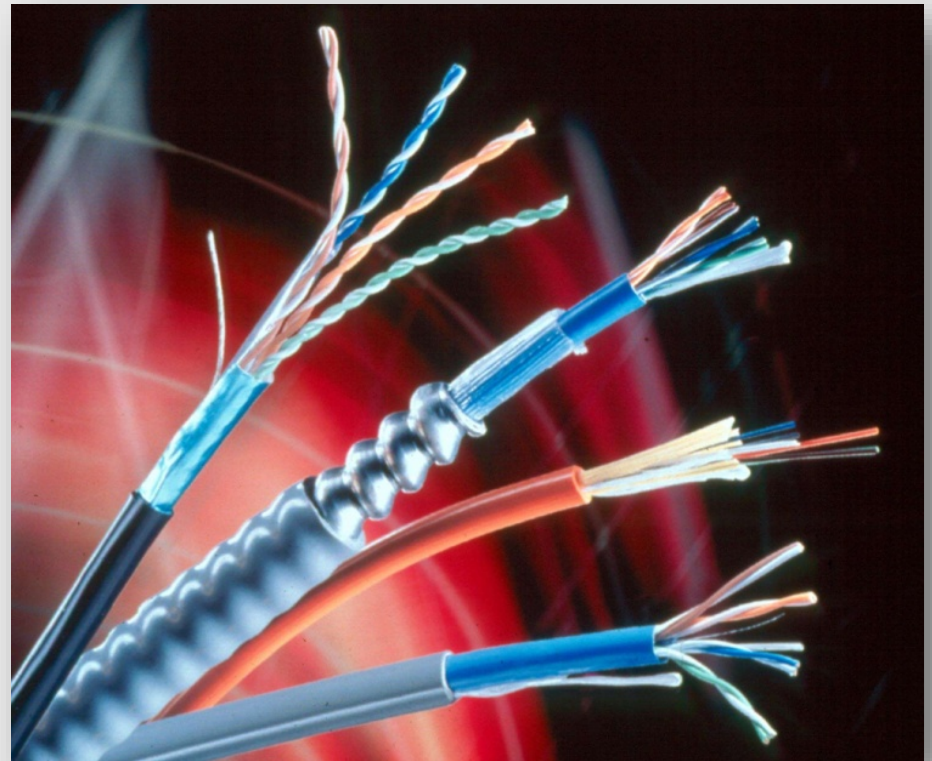
Journeyworker Electrician

- ▶ Licensed by the commissioner
- ▶ Training
- ▶ Technical knowledge
- ▶ ***Excluding*** planning or laying-out of electrical work



Power Limited Technician

- ▶ Licensed by the commissioner
- ▶ Training
- ▶ Experience
- ▶ Plan & lay-out technology circuits or systems



Maintenance Electrician

- ▶ Licensed by the commissioner or
- ▶ Exempt by statutes
- ▶ Training
- ▶ Experience
- ▶ Maintain and repair electrical wiring, apparatus, or equipment



Contractor

- ▶ Licensed by the commissioner
- ▶ Performs or offers to perform electrical work
- ▶ With or without compensation

A responsible Master license is required to obtain an electrical contractor license.



A contractor's license does not qualify its holder to perform or supervise the electrical work.

Contractor's License Required

- ▶ No individual other than a licensed employee of a licensed contractor
- ▶ Shall perform electrical work



Insurance Required

- ▶ Each contractor shall be insured and bonded
 - \$100,000 per occurrence and
 - \$300,000 bodily injury, and property damage
 - \$25,000 bond held by the state



Employment of AM or PLT

- ▶ Master electrician or power limited technician
 - Responsible for supervising all electrical work
 - Compliance with the National Electrical Code



(continued)

Employment of AM or PLT

- ▶ Limited to the classes of work
 - The responsible Master or Power Limited Tech



(Continued)

Direct Supervision

(1) Supervised by an individual licensed to perform the electrical work being supervised;



(continued)

Direct Supervision

(2) Physically present *at the location*



(continued)

Direct Supervision

(3) Immediately available at all times for assistance and direction;

Electronic supervision does not meet the requirement



(continued)

Direct Supervision

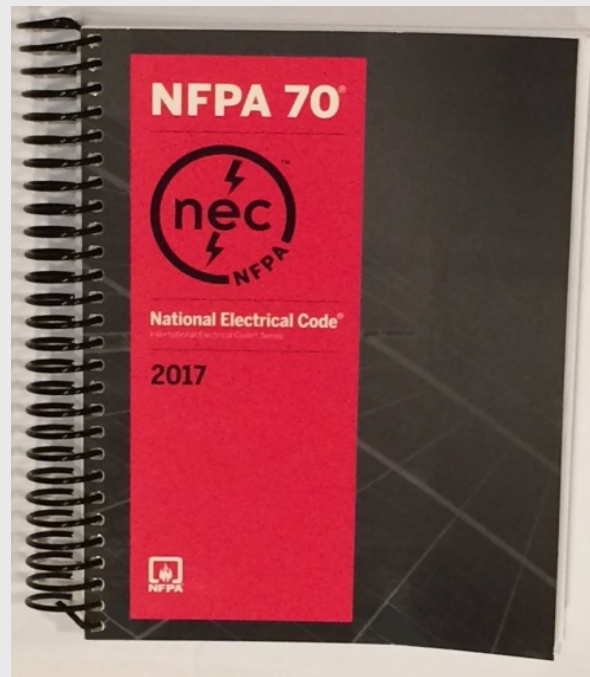
(4) Shall review the electrical work before the electrical work is operated; and



(continued)

Direct Supervision

(5) In compliance with the National Electrical Code



(continued)

Unlicensed Individuals

- ▶ Shall not perform electrical work unless registered with the department
- ▶ Supervised by a licensed person
- ▶ Shall be employed by the same employer as the supervising licensed person.



(continued)

Unlicensed Individuals

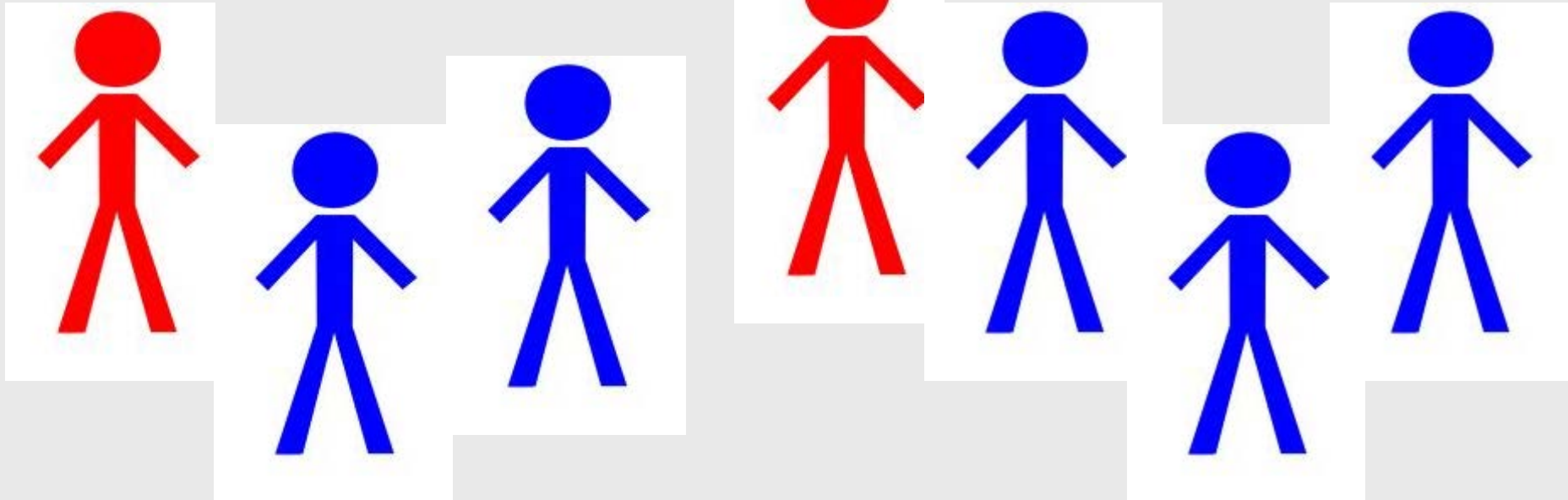
- ▶ Shall not supervise work or make assignments of electrical work



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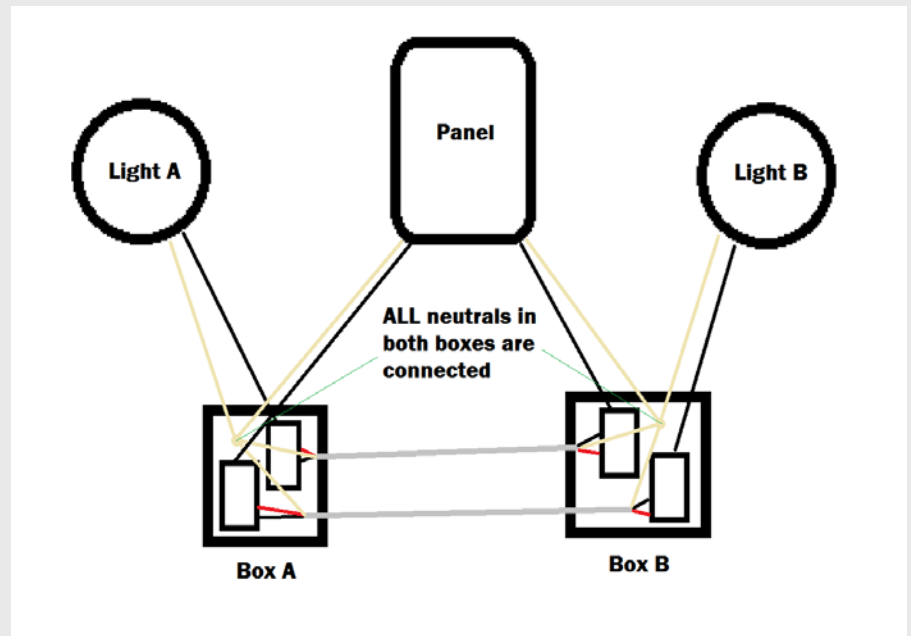
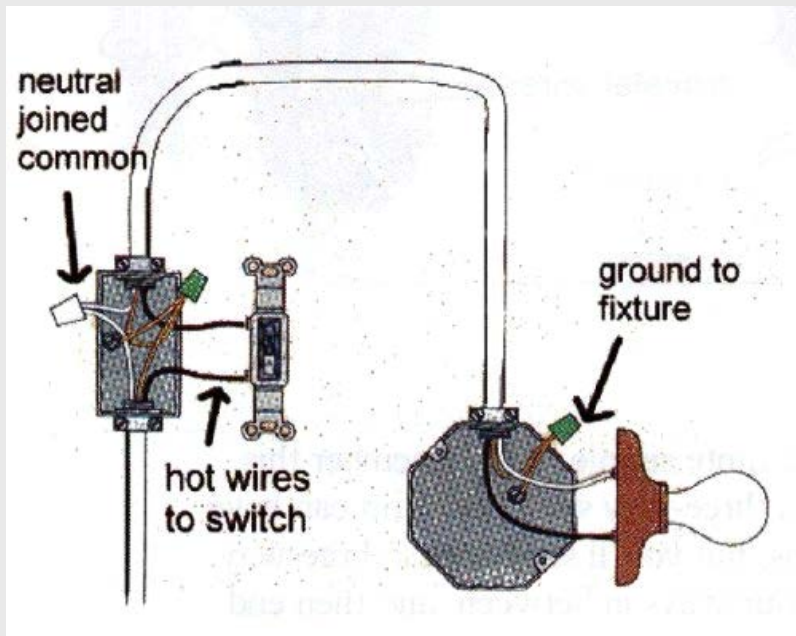
Supervision Ratio

- ▶ Electrical work = no more than two unlicensed individuals.
- ▶ Technology work = no more than three unlicensed individuals.



Compliance

- ▶ The licensed individual ensures the electrical work complies with the National Electrical Code



Licensed Contractor



Licensed Contractor

**Responsible Licensed Individual
Unemployment Insurance
Worker's Compensation
State & Federal Tax ID
Registered w/Sec of State
Liability Insurance
Surety Bond**

Registered Employer



**Responsible Licensed Individual
Unemployment Insurance
Worker's Compensation
State & Federal Tax ID
Registered w/ Sec of State
Liability Insurance
Bond (?)**

Exempt Maintenance Electrician

(1) Not required to hold a license if:

- Maintain and repair of equipment and facilities owned or leased by the employer and on property owned or leased

AND...



(continued)

Exempt Maintenance Electrician

(2) Supervised by:

(i) Responsible master electrician for a contractor,
or

(ii) a licensed master electrician, licensed
maintenance electrician, electrical engineer, or,
a licensed power limited technician

AND...



(continued)

Exempt Maintenance Electrician

(3) certificate of responsible person is filed with the commissioner

Minnesota Department of Labor and Industry
Construction Codes and Licensing Division Licensing
and Certification Services - Electrical
443 Lafayette Road North
St. Paul, MN 55155

Mailing Address:
PO Box 64227
St. Paul, MN 55164-0227

E-mail: dl.licenses@state.mn.us
Web Site: www.dl.mn.gov/licd.asp
Directions: <http://www.dl.mn.gov/Dirct.asp>
Phone: (651) 284-5034

**Certificate of Supervision of Electrical
Maintenance Work ONLY by a Licensed
Maintenance Electrician or Electrical Engineer**

MUST SUBMIT EVERY TWO YEARS

Check here if this is a change in Responsible Maintenance Electrician or Electrical Engineer

TO BE COMPLETED BY THE RESPONSIBLE MAINTENANCE ELECTRICIAN OR ELECTRICAL ENGINEER AND AN AUTHORIZED REPRESENTATIVE OF THE EMPLOYER OF THE EMPLOYEES PERFORMING ELECTRICAL MAINTENANCE

EMPLOYER NAME		EMPLOYER REGISTRATION NUMBER (if renewal)	
EMPLOYER ADDRESS		CITY	STATE ZIP CODE
MAINTENANCE ELECTRICIAN (MN)	MN LICENSE NUMBER	NAME OF ELECTRICAL ENGINEER (if applicable an electrical engineer MUST submit a copy of diploma to this form.)	
ADDRESS		CITY	STATE ZIP CODE
EMAIL ADDRESS		TELEPHONE NUMBER	

This is to certify that the licensed maintenance electrician or electrical engineer employed by the company named above will be responsible for planning, laying out, and supervising all electrical maintenance and repair work performed by this employer's registered unlicensed maintenance electricians on this employer's premises, as permitted under Minnesota Statutes § 320B.33, subd. 21, and for compliance of such work with National Electrical Code safety standards, as required under Minnesota Statutes § 320B.35.

We, the undersigned, recognize that under Minnesota Rules 3800.3500, subp. 6, the maintaining and repairing of electrical wiring, apparatus, and equipment permitted to be done by registered unlicensed individuals under the supervision of a licensed maintenance electrician or electrical engineer is limited to the adjustment or repair or replacement of worn or defective parts of electrical equipment and replacement of defective receptacle outlets and manual switches for lighting control, and does not include the installation of new wiring, apparatus, and equipment or additions, alterations, or extensions to existing wiring, apparatus, or equipment.

We further understand that it is a misdemeanor under Minnesota Statutes § 320B.094 to knowingly and willfully make a false statement in any license application or other required form, or to perform or direct others to perform electrical work without the required license, and that under Minnesota Statutes § 320B.092, the Commissioner may revoke, suspend, or refuse to renew electrical licenses for such violations and may impose civil penalties up to \$10,000.00 for each violation.

We further understand that the department may require that the employer or designated responsible individual provide evidence of the manner in which they will comply with the requirements of Minnesota Electrical Act.

The Department of Labor and Industry shall be immediately notified upon termination of the contract, upon termination of employment of the licensed maintenance electrician or electrical engineer and of any changes to the registered unlicensed persons supervised.

We, the undersigned, declare that the information we have provided above is true and correct to the best of our knowledge, and agree to comply with the requirements of the Minnesota Electrical Act administered by the Department of Labor and Industry.

SIGNATURE OF EMPLOYER'S REPRESENTATIVE	SIGNATURE OF MAINT ELECTRICIAN OR ELECTRICAL ENGINEER
STATE OF _____) COUNTY OF _____) SS	STATE OF _____) COUNTY OF _____) SS
Subscribed and sworn to before me this _____ day of _____	Subscribed and sworn to before me this _____ day of _____
SIGNATURE OF THE NOTARY PUBLIC	SIGNATURE OF THE NOTARY PUBLIC

This material can be made available in different forms, such as large print, Braille or AUDIO.

CC0517 Cert of Supervision MN or Engineer 2/14

Exempt Maintenance Electrician

Registered Unlicensed Employee's

The determination that the registered employee's qualifications are adequate, is the responsibility of the supervising licensed person.



2-Types of Maintenance Electrician

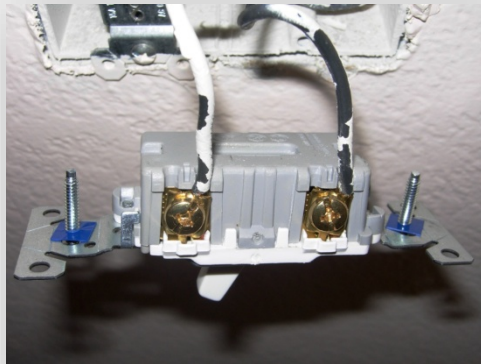
- ▶ Licensed Maintenance Electrician
- ▶ Registered person provided with supervision

The supervision is general and is not the "direct supervision" defined in Minnesota Statutes



Maintenance Work

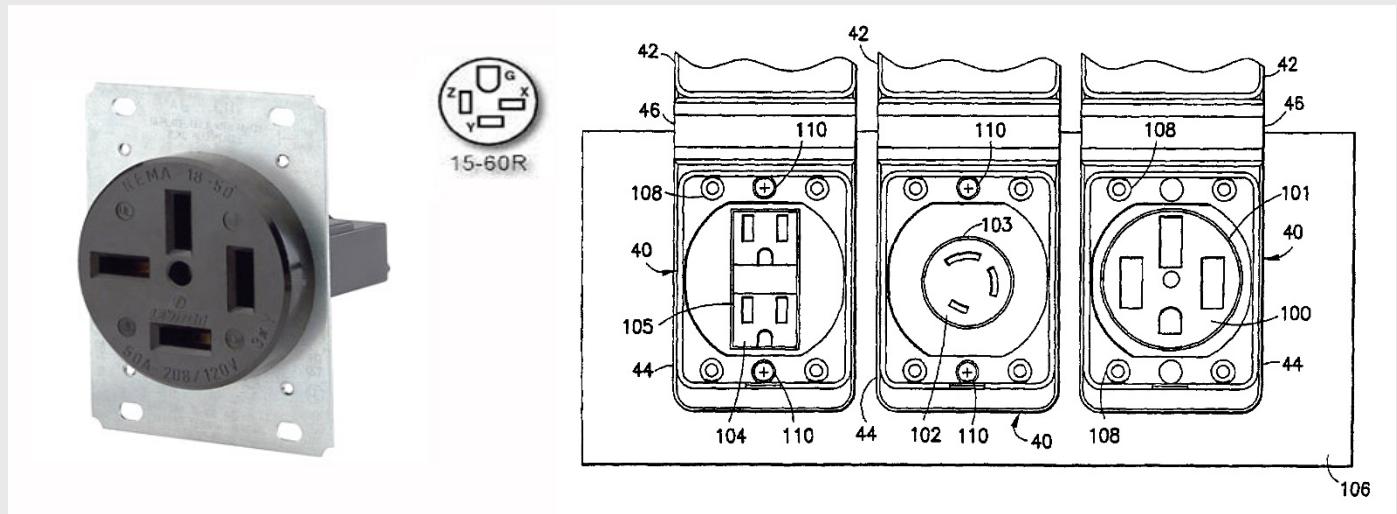
- ▶ The adjustment or repair or replacement of worn or defective parts of electrical equipment and
- ▶ Replacement of defective receptacle outlets and manual switches for lighting control



Maintenance Work Allowed

- ▶ Replacement of receptacle outlets of any voltage, phase, system, or amperage with devices having identical characteristics

AND.....



Maintenance Work Allowed

- ▶ Replacement of manual lighting switches of any voltage with devices having identical characteristics

AND.....



(continued)

Maintenance Work Allowed

- ▶ Replacement of motors of any voltage, phase, system, or horsepower with a motor having the same characteristics

AND.....



(continued)

Maintenance Work Allowed

- ▶ Repair of motor controllers
- ▶ Identified as factory replacement parts

AND.....

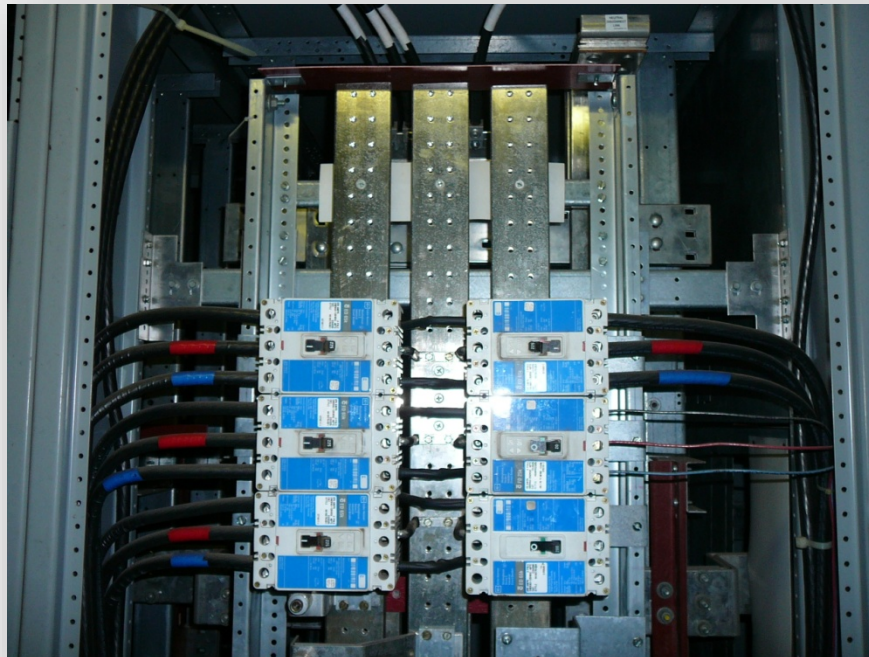


(continued)

Maintenance Work Allowed

- ▶ Repair or replacement of defective circuit breakers
- ▶ Factory parts or replacements

AND.....



(continued)

Maintenance Work Allowed

- ▶ Repair of defective lighting fixtures using approved replacement parts
- ▶ Bench repair of electrical equipment



(continued)

Work Not Allowed

- ▶ Replacement of existing lighting fixtures
- ▶ Installation of temporary wiring
- ▶ Replacement of an item that is not identical
- ▶ Lighting retrofit
- ▶ Building automation system
 - Includes power limited systems

AND.....



Work Not Allowed

- ▶ Extension of electrical wiring
- ▶ Extension of technology circuit wiring
- ▶ Installation or connection of new equipment
- ▶ Installation/replacement of conductors
- ▶ Replacement of damaged wiring methods



(continued)

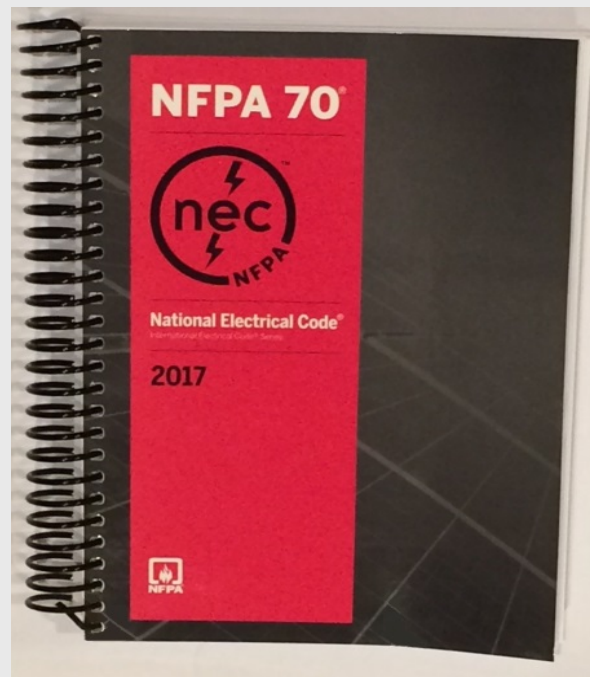
Other Electrical Work

- ▶ Performed by an unlicensed, registered maintenance person
- ▶ Responsible individual for the employer is a class A master electrician
- ▶ Maintenance person is provided with direct supervision
- ▶ Employees of the same employer



Inspection?

- ▶ Electrical work, including maintenance or minor repair work, is not exempt from the National Electrical Code.



Inspection Required?

- ▶ All electrical wiring must be inspected prior to being concealed in any manner
 - burial
 - insulation
 - encapsulation
 - concealment by floor, wall or ceiling covering or sheathing.



Inspection Required?

- ▶ Electrical maintenance work is exempt from inspection, but is
- ▶ NOT exempt from the licensing laws



(continued)

MN Rules Require:

Designation of Responsible

- Master Electrician
- Power Limited Technician
- Licensed Maintenance Electrician
- Electrical Engineer by an Employer

Minnesota Department of Labor and Industry
Construction Codes and Licensing Division Licensing and Certification Services - Electrical
443 Lafayette Road North
St. Paul, MN 55155

Mailing Address:
PO Box 64227
St. Paul, MN 55164-0227

E-mail: dl_license@state.mn.us
Web Site: www.dl.mn.gov/codes.asp
Directions: <http://www.dl.mn.gov/Direct.asp>
Phone: (851) 284-5034

CC0517

Certificate of Employment of Master Electrician Responsible for Electrical Construction and Maintenance MUST RESUBMIT EVERY TWO YEARS

Check here if this is a change in Responsible Master Electrician

TO BE COMPLETED BY THE RESPONSIBLE MASTER ELECTRICIAN AND AN AUTHORIZED REPRESENTATIVE OF THE EMPLOYER OF THE EMPLOYEES PERFORMING ELECTRICAL CONSTRUCTION AND MAINTENANCE

EMPLOYER NAME		EMPLOYER REGISTRATION NUMBER (if renewal)	
EMPLOYER ADDRESS	CITY	STATE	ZIP CODE
NAME OF EMPLOYER REPRESENTATIVE	EMAIL ADDRESS	TELEPHONE	
NAME OF MASTER ELECTRICIAN	MASTER LICENSE NUMBER		
ADDRESS	CITY	STATE	ZIP CODE
MASTER EMAIL ADDRESS	MASTER TELEPHONE NUMBER		

This is to certify that the designated master electrician for the employer named above will be responsible for compliance with the requirements of the Minnesota Electrical Act and Minnesota Rules Chapter 3800 and 3801 in connection in connection with electrical work performed by employees of that employer, including but not limited to:

1. Planning, laying out, and supervising all electrical work as required by Minnesota Statutes § 326B.33, subd. 1.
2. Compliance of such work with National Electrical Code safety standards, as required by Minnesota Statutes §326B.35.
3. Ensuring that all electrical work, other than maintaining and repairing as defined by Minnesota Rules 3800.3500, subp. 8, will be done by or under the direct supervision of properly licensed employees of said employer as required by Minnesota Statutes § 326B.33, subds. 1, 2, 10 and 13, and that a licensed person will supervise no more than two registered unlicensed persons in accordance with Minnesota Statutes § 326B.31, subd. 12 as applicable; that all provisions of Minnesota Administrative Rules 3800.3550 will be followed, as applicable.
4. Ensuring that a Request for Electrical Inspection or electrical permit is filed at or before the commencement of any electrical installation as required by Minnesota Statutes § 326B.33, subds. 1 and 4.

We further understand that it is a misdemeanor under Minnesota Statutes § 326B.084 to knowingly and willfully make a false statement in any license application or other required form, or to perform or direct others to perform electrical work without the required license, and that under Minnesota Statutes § 326B.052, the Commissioner may revoke, suspend, or refuse to renew electrical licenses for such violations and may impose civil penalties up to \$10,000.00 for each violation.

We further understand that the department may require that the employer or designated responsible individual provide evidence of the manner in which they comply with the requirements of Minnesota Statutes § 326B.33 and 326B.36 and Minnesota Electrical Act.

The Department of Labor and Industry shall be immediately notified upon termination of the contract, upon termination of employment of the master electrician by the electrical contractor named and of any changes to the registered unlicensed persons supervised.

We, the undersigned, declare that the information we have provided above is true and correct to the best of our knowledge, and agree to comply with the requirements of the Minnesota Electrical Act administered by the Department of Labor and Industry.

_____ SIGNATURE OF EMPLOYER'S REPRESENTATIVE ELECTRICIAN	_____ SIGNATURE OF MASTER ELECTRICIAN
STATE OF _____) COUNTY OF _____) ss	STATE OF _____) COUNTY OF _____) ss
Subscribed and sworn to before me this _____ day of _____	Subscribed and sworn to before me this _____ day of _____
_____ SIGNATURE OF THE NOTARY PUBLIC	_____ SIGNATURE OF THE NOTARY PUBLIC

This material can be made available in different forms, such as large print, Braille or Audio.
CC0517 Cert of Employment AM 2/14

Registration Fee

- ▶ Registration 100.00



Accountability Minnesota

DEPARTMENT PERFORMANCE GOALS, MEASURES & RESULTS

Office of Enterprise Technology
Goal: Provide high value information
technology (IT) infrastructure services
to government customers


<http://www.accountability.state.mn.us/>

Employer Registration Card

- ▶ Similar to a licensed contractor
- ▶ ER followed by six numbers

STATE OF MINNESOTA
REGISTERED EMPLOYER

Registration # **ER001207**
Expiration Date 12/31/2016
Effective Date 12/31 2014



UNIVERSAL MANUFACTURING CORP
15449 MAIN STREET SW
NOWTHEN, MN 56789

Employer

- ▶ Person, partnership, corporation, or limited liability company
- ▶ With one or more employees who perform electrical work on the employer's electrical wiring, apparatus, equipment, or facilities
- ▶ Located within the limits of property owned or leased and operated and maintained by the employer.



Employees Required To Be Licensed

- ▶ Employer with employees who perform electrical work
- ▶ Shall submit a certificate
- ▶ Executed by the responsible licensed employee

Minnesota Department of Labor and Industry
Construction Codes and Licensing Division Licensing
and Certification Services - Electrical
443 Lafayette Road North
St. Paul, MN 55156

CC0517

**Certificate of Employment of
Master Electrician Responsible for
Electrical Construction and Maintenance
MUST RESUBMIT EVERY TWO YEARS**

Check here if this is a change in Responsible Master Electrician

E-mail: dl_license@state.mn.us
Web Site: www.dl.mn.gov/ocd.asp
Directions: <http://www.dl.mn.gov/ocd/direct.asp>
Phone: (651) 284-5034

**TO BE COMPLETED BY THE RESPONSIBLE MASTER ELECTRICIAN AND AN AUTHORIZED REPRESENTATIVE OF THE EMPLOYER OF THE
EMPLOYEES PERFORMING ELECTRICAL CONSTRUCTION AND MAINTENANCE**

EMPLOYER NAME		EMPLOYER REGISTRATION NUMBER (if renewal)	
EMPLOYER ADDRESS		CITY	STATE ZIP CODE
NAME OF EMPLOYER REPRESENTATIVE	EMAIL ADDRESS	TELEPHONE	
NAME OF MASTER ELECTRICIAN	MASTER LICENSE NUMBER		
ADDRESS	CITY	STATE	ZIP CODE
MASTER EMAIL ADDRESS	MASTER TELEPHONE NUMBER		

This is to certify that the designated master electrician for the employer named above will be responsible for compliance with the requirements of the Minnesota Electrical Act and Minnesota Rules Chapter 3800 and 3801 in connection in connection with electrical work performed by employees of that employer, including but not limited to:

1. Planning, laying out, and supervising all electrical work as required by Minnesota Statutes § 326B.33, subd. 1.
2. Compliance of such work with National Electrical Code safety standards, as required by Minnesota Statutes § 326B.35.
3. Ensuring that all electrical work, other than maintaining and repairing as defined by Minnesota Rules 3800.3500, subp. 8, will be done by or under the direct supervision of properly licensed employees of said employer as required by Minnesota Statutes § 326B.33, subd. 1, 2, 10 and 13, and that a licensed person will supervise no more than two registered unlicensed persons in accordance with Minnesota Statutes § 326B.31, subd. 12 as applicable; that all provisions of Minnesota Administrative Rules 3800.3550 will be followed, as applicable.
4. Ensuring that a Request for Electrical Inspection or electrical permit is filed at or before the commencement of any electrical installation as required by Minnesota Statutes § 326B.33, subd. 1 and 4.

We further understand that it is a misdemeanor under Minnesota Statutes § 326B.084 to knowingly and willfully make a false statement in any license application or other required form, or to perform or direct others to perform electrical work without the required license, and that under Minnesota Statutes § 326B.082, the Commissioner may revoke, suspend, or refuse to renew electrical licenses for such violations and may impose civil penalties up to \$10,000.00 for each violation.

We further understand that the department may require that the employer or designated responsible individual provide evidence of the manner in which they comply with the requirements of Minnesota Statutes § 326B.33 and 326B.36 and Minnesota Electrical Act. The Department of Labor and Industry shall be immediately notified upon termination of the contract, upon termination of employment of the master electrician by the electrical contractor named and of any changes to the registered unlicensed persons supervised.

We, the undersigned, declare that the information we have provided above is true and correct to the best of our knowledge, and agree to comply with the requirements of the Minnesota Electrical Act administered by the Department of Labor and Industry.

SIGNATURE OF EMPLOYER'S REPRESENTATIVE _____	SIGNATURE OF MASTER _____
STATE OF _____) ss	STATE OF _____) ss
COUNTY OF _____)	COUNTY OF _____)
Subscribed and sworn to before me this _____ day of _____	Subscribed and sworn to before me this _____ day of _____
SIGNATURE OF THE NOTARY PUBLIC _____	SIGNATURE OF THE NOTARY PUBLIC _____

This material can be made available in different forms, such as large print, Braille or Audio.
CC0517 Cert of Employment AM 2/14

Resubmittal

An employer shall resubmit a certificate of responsible licensed person two years from the date of the previous submittal.

Reminder card will be sent 120- 90 days prior to expiration

Minnesota Department of Labor and Industry
Construction Codes and Licensing Division Licensing and Certification Services - Electrical
443 Lafayette Road North
St. Paul, MN 55155

CC0517

Certificate of Employment of Master Electrician Responsible for Electrical Construction and Maintenance
MUST RESUBMIT EVERY TWO YEARS

Check here if this is a change in Responsible Master Electrician

E-mail: licensing@state.mn.us
Web Site: www.dli.mn.gov/ceid.asp
Directions: <http://www.dli.mn.gov/Direct.asp>
Phone: (651) 294-6334

TO BE COMPLETED BY THE RESPONSIBLE MASTER ELECTRICIAN AND AN AUTHORIZED REPRESENTATIVE OF THE EMPLOYER OF THE EMPLOYEES PERFORMING ELECTRICAL CONSTRUCTION AND MAINTENANCE

EMPLOYER NAME			EMPLOYER REGISTRATION NUMBER (if renewal)
EMPLOYER ADDRESS	CITY	STATE	ZIP CODE
NAME OF EMPLOYER REPRESENTATIVE	EMAIL ADDRESS	TELEPHONE	
NAME OF MASTER ELECTRICIAN	MASTER LICENSE NUMBER		
ADDRESS	CITY	STATE	ZIP CODE
MASTER EMAIL ADDRESS	MASTER TELEPHONE NUMBER		

This is to certify that the designated master electrician for the employer named above will be responsible for compliance with the requirements of the Minnesota Electrical Act and Minnesota Rules Chapter 3800 and 3801 in connection in connection with electrical work performed by employees of that employer, including but not limited to:

1. Planning, laying out, and supervising all electrical work as required by Minnesota Statutes § 326B.33, subd. 1.
2. Compliance of such work with National Electrical Code safety standards, as required by Minnesota Statutes §326B.35.
3. Ensuring that all electrical work, other than maintaining and repairing as defined by Minnesota Rules 3800.3500, subp. 8, will be done by or under the direct supervision of properly licensed employees of said employer as required by Minnesota Statutes § 326B.33, subds. 1, 2, 10 and 13, and that a licensed person will supervise no more than two registered unlicensed persons in accordance with Minnesota Statutes § 326B.31, subd. 12 as applicable; that all provisions of Minnesota Administrative Rules 3800.3550 will be followed, as applicable.
4. Ensuring that a Request for Electrical Inspection or electrical permit is filed at or before the commencement of any electrical installation as required by Minnesota Statutes § 326B.33, subds. 1 and 4.

We further understand that it is a misdemeanor under Minnesota Statutes § 326B.084 to knowingly and willfully make a false statement in any license application or other required form, or to perform or direct others to perform electrical work without the required license, and that under Minnesota Statutes § 326B.082, the Commissioner may revoke, suspend, or refuse to renew electrical licenses for such violations and may impose civil penalties up to \$10,000.00 for each violation.

We further understand that the department may require that the employer or designated responsible individual provide evidence of the manner in which they comply with the requirements of Minnesota Statutes § 326B.33 and 326B.36 and Minnesota Electrical Act. The Department of Labor and Industry shall be immediately notified upon termination of the contract, upon termination of employment of the master electrician by the electrical contractor named and of any changes to the registered unlicensed persons supervised.

We, the undersigned, declare that the information we have provided above is true and correct to the best of our knowledge, and agree to comply with the requirements of the Minnesota Electrical Act administered by the Department of Labor and Industry.

SIGNATURE OF EMPLOYER'S REPRESENTATIVE	SIGNATURE OF MASTER ELECTRICIAN
STATE OF _____) ss	STATE OF _____) ss
COUNTY OF _____)	COUNTY OF _____)
Subscribed and sworn to before me this _____ day of _____	Subscribed and sworn to before me this _____ day of _____
SIGNATURE OF THE NOTARY PUBLIC	SIGNATURE OF THE NOTARY PUBLIC

This material can be made available in different forms, such as large print, Braille or Audio.
CC0517 Cert of Employment AM 2/14

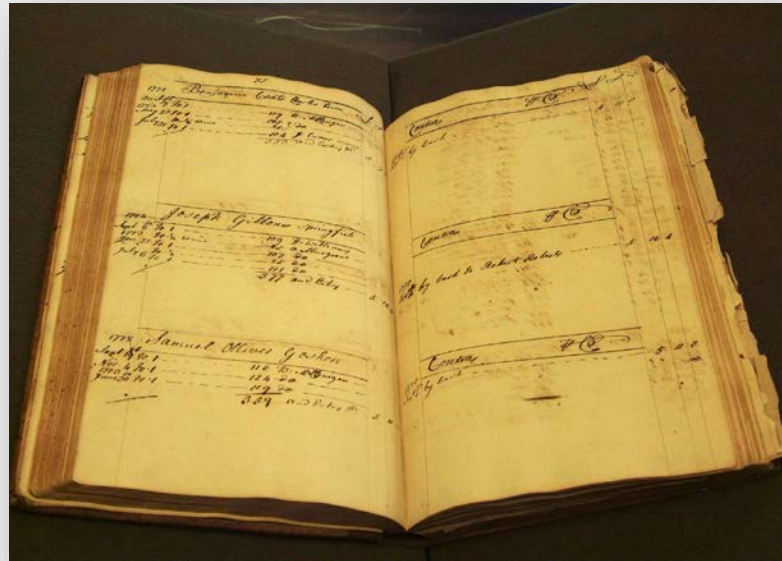
Notification of Termination

- ▶ Responsible person shall immediately notify the DLI/CCLD in writing of termination with that employer.



Evidence of Compliance

Employer or designated responsible person may be required to provide evidence of compliance



Questions?



Minnesota Department of Labor & Industry
443 Lafayette Road North
Saint Paul, Minnesota 55155-4342