

William Rossiter  
Chairman  
Andrew Pidala  
Vice-Chairman



Arthur Bolduc  
Robert Counihan  
Charles Gorges  
Ronald Massaro  
John Morrison  
Carmine Ricci  
Randy Taggart  
*Athena Arvan*  
*Secretary*

## Board of Electrical Examiners

### REQUIREMENTS FOR OBTAINING THE LICENSE FOR LOW VOLTAGE/LIMITED DATA COMMUNICATIONS TECHNICIAN

There are 3 steps involved in the process of becoming a Low Voltage/Limited Data Communications Technician in Putnam County.

**FIRST**, the Electrical Board must review your application. The following must be submitted for review:

\*Copy of business papers as follows:

Individual:	Certified Business Certificate
Partnership:	Certified Partnership Certificate
Corporation:	Corporate Filing Receipt
LLC:	LLC Filing Receipt

\*Must be in business or working as a low voltage/limited data communications technician for at least 4 years and show proof.

Proof can be in the form of, but not limited to, W-2 tax forms, notarized statements of hours worked from employers or from benefit funds detailing experience; notarized examples of jobs performed on company letterhead, inspection certificates, etc. Experience must include names, addresses, and description of the jobs.

Completed application must be notarized. The application fee is **\$150**.  
The entire package must be submitted to the Board of Electrical Examiners for review.

**SECOND**, once the application has been approved by the Electrical Board, the applicant will receive notification by email as to how to register to take the Low Voltage/Limited Data Communications Technician exam. The exam must be passed with a score of 75 or better. The fee for the exam is **\$100**.

Information for Low Voltage exam preparation can be found at the following link:

<https://www.mikeholt.com//product-category-list.php?id=1#LowVoltageLimitedEnergy>

**THIRD**, once you have passed the test you are eligible to apply for the Putnam County Low Voltage/Limited Data Communications Technician License. There is an annual license fee of \$150. You must renew or shelve your license annually, or you will forfeit your license. If renewing your license, you must adhere to all Putnam County insurance requirements and Putnam County laws.

The above process can take between three to six months. Fees are subject to change.

**NOTE:** This does not include installation of Fire & Burglar Alarm Systems, CCTV and Access Control as that is licensed by the state. Please refer to NYS Department of State, Article 6D.



**COUNTY OF PUTNAM**  
 Department of Consumer Affairs/Electrical Board  
 110 Old Route 6 Bldg. 3  
 Carmel, NY 10512  
 (845) 808-1617 ext. 46025  
[electricians@putnamcountyny.gov](mailto:electricians@putnamcountyny.gov)

FOR OFFICE USE ONLY	
Fee Amount:	_____
<input type="checkbox"/> Check #:	_____
<input type="checkbox"/> Credit/debit card:	_____
<input type="checkbox"/> M.O. #:	_____
Receipt No.	_____
Notes:	_____

**LOW VOLTAGE/LIMITED DATA COMMUNICATIONS TECH APPLICATION – STEP 1**

**Applicant Name:** \_\_\_\_\_ **Date of Birth** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Home Street Address:** \_\_\_\_\_

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

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

**Email:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Company Street Address:** \_\_\_\_\_

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

**Company Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Where should we mail correspondence that relates to your Electrical License? Circle one: HOME COMPANY  
 Mailing Address (if different from above): \_\_\_\_\_

Have you ever been convicted of any crime, felony, or misdemeanor? Circle one: YES NO  
 If yes, include a certified copy of your Certificate of Disposition.

Please list all municipalities/facilities where you are presently licensed: \_\_\_\_\_

\_\_\_\_\_

Have you ever had a professional or vocational license suspended, refused, or revoked? Circle one: YES NO  
 If yes, explain:

\_\_\_\_\_

**EXPERIENCE AND EDUCATION (Attach additional pages if necessary):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**THIS APPLICATION MUST BE NOTARIZED**

**Page 2 of Low Voltage/Limited Data Communications Technician License Application**

AFFIDAVIT

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) ss:

\_\_\_\_\_ being duly sworn deposes and says that s/he is the applicant above named and that the statements contained herein are true to the best of his/her knowledge and belief.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Notary Signature

**PLEASE MAIL THIS APPLICATION TO THE PUTNAM COUNTY ELECTRICAL BOARD, ALONG WITH THE APPLICATION FEE, MADE PAYABLE TO "COMMISSIONER OF FINANCE."**

**YOU MUST ALSO PROVIDE A PHOTOCOPY OF A PHOTO ID ISSUED BY A GOVERNMENTAL AGENCY, (SUCH AS A DRIVER'S LICENSE OR PASSPORT).**

**YOU ARE REQUIRED TO NOTIFY THIS OFFICE IN WRITING WITHIN 15 DAYS OF ANY CHANGE(S) IN THE INFORMATION SUPPLIED BY YOU ON THIS APPLICATION. PRIOR TO LICENSE BEING ISSUED, ALL INSURANCE REQUIREMENTS MUST BE MET.**

**Putnam County**  
**Board of Electrical Examiners**

**Summary of Work Experience**

Date: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_

- Check one: \_\_\_\_\_ Master Electrician Exam (7.5 years required)  
 \_\_\_\_\_ Electrical Journeyman Exam (5 years required)  
 \_\_\_\_\_ Low Voltage/Data Comm. Exam (4 years required)

**Please complete the following W-2 summary table:**

<b><u>Employment History</u></b>	<b><u>Employer Name &amp; Address</u></b>	<b><u>Check off all that apply</u></b>	<b><u>Salary Amount</u></b>
Date of hire (Day/Mo/Yr): _____  Years with this employer: _____		Full time _____ Part time _____ Residential _____ Commercial _____ Industrial _____	
Date of hire (Day/Mo/Yr): _____  Years with this employer: _____		Full time _____ Part time _____ Residential _____ Commercial _____ Industrial _____	
Date of hire (Day/Mo/Yr): _____  Years with this employer: _____		Full time _____ Part time _____ Residential _____ Commercial _____ Industrial _____	
Date of hire (Day/Mo/Yr): _____  Years with this employer: _____		Full time _____ Part time _____ Residential _____ Commercial _____ Industrial _____	
Date of hire (Day/Mo/Yr): _____  Years with this employer: _____		Full time _____ Part time _____ Residential _____ Commercial _____ Industrial _____	
Date of hire (Day/Mo/Yr): _____  Years with this employer: _____		Full time _____ Part time _____ Residential _____ Commercial _____ Industrial _____	