

THIS IS AN AUTO REPLY. SEE BELOW FOR HELP WITH COMMON INQUIRIES. IF YOUR MATTER IS NOT ADDRESSED HERE STAFF WILL BE IN TOUCH.

ALL EXAM APPLICANTS ARE ENCOURAGED TO EMAIL THEIR APPLICATION TO PSI. PLEASE SEE THE CIB LINK BELOW.***

*****THE BOARD OFFICE UNIT IS OPERATING REMOTELY. ALL LICENSE RELATED TRANSACTIONS CAN AND SHOULD BE COMPLETED ONLINE THROUGH THE EPLACE PORTAL.** ***

Please review the information below regarding common questions, license renewals, application process, verification requests, address changes, reinstatement and license check. IF YOUR INQUIRY IS ABOUT ONE OF THESE TOPICS, PLEASE SEE BELOW.

(A1) BUSINESS LICENSE PSA

- 1) *Why am I receiving a new business license number and card? What is the regulation?*
According to 237 CMR 16.03: **Business Entities (1) Licenses Required. (b) “All business entities engaged in electrical or systems work for which a license is required shall maintain a license in the name of the business entity...”**
The license type is A1 and is assigned to any business whether electrical or systems business. The licensee of record determines whether the entity is able to operate in electrical or systems work.
- 2) *Who was issued a new license and why did I also receive a new Master or Systems Contractor license card?*
Any business entity on record and already licensed with the Board. All Master or Systems Contractor licenses that had business names were then reprinted without the business name.
- 3) *I received two A1 license cards was that an error and what should I do?*
In some instances due to oversight some were issued duplicate license numbers. If so the lower number will be permanent but the higher number will be voided once you notify us. Please also return that license card to the Board office.
- 4) *Does the new license number replace my old Master or Systems Contractor license?*

No, The A1 license does not replace the Master or Systems Contractor license. It is assigned solely to the business and does not by itself authorize the business to engage in the business of electrical or systems work without a licensee of record.

5) With the new business license what does this mean for the business entity's trucks and advertising?

For any existing advertisements the Board will not require any changes to reflect the new license number at this time; however licensees shall be expected to eventually comply with 237 CMR 18.01 (2) "... Any sign, advertisement or other business communication of a Master Electrician Journeyman Electrician or Systems Contractor shall indicate the type of license and the license number..."

6) Which license number should be used on permit applications?

Both. The business license that has the business name must be used on all permit applications in addition to the licensee of record's license. The business license never changes although the licensee of record may change.

7) If I am a licensee of record for more than one business entity; will a new license be issued for each one?

Yes each business entity should receive its own business license number.

8) If I operate by a DBA am I required to have the business license?

No. Licensees going by DBA only will not be issued a separate business license. Corporations, LLCs or partnerships registered with the Secretary of State who also go by a DBA will be issued a new license to the Corporation, LLC or partnership.

9) Why am I now hearing about the license? Was there notice given?

The business license was required since November 2017. The DPL commenced development in 2019 and the Board issued notices via the DPL website and via a mailing in March to the addresses on record.

10) Will the business license need renewing? How do I link the license to my Eplace account?

The business license expires on the same cycle as the Master and Systems Contractor license. The license should be linked to an Eplace Portal account similarly. To do this you will need the authorization code which can be obtained by emailing the Board.

11) How do I get an authorization code to link the license?

Visit <https://elicensing.mass.gov/DPLAuthCodeApp/>

The record ID is license number-board-type (#####-EL- A1)

Examination related inquiries please contact PSI at (855)-834-8745 or examschedule@psionline.com. If you have been waiting more than 3 months you may have missed the notification from PSI. Check your voicemail and email. If you have additional paperwork to submit to your application please send it to PSI via email. PSI does not submit incomplete applications to the board for review/approval. Ensure you follow the checklist and required documentation in the CIB(Candidate Information Bulletin) <https://www.mass.gov/doc/candidate-information-bulletin-2020/download>

Reciprocal or Business Application - If you submitted an application for Reciprocity or Business application please allow 30 business days for review and approval. If the status says "Additional information needed" the board would have contacted you as to what is missing. If you have further questions please review the instructions and documentation requirements listed at <https://www.mass.gov/lists/board-of-state-examiners-of-electricians-applications-and-forms>. You must upload missing supporting documentation to your online application. Do not mail to the board. Once your application is completed and processed you will see your license number via the portal and expect the card to arrive in the mail in 4-6 weeks.

License Verification/Certified Statement document request instructions <https://www.mass.gov/how-to/request-a-license-verification-or-certified-license-history-document>

Address change and/or duplicate licenses – You must have a portal account to make changes to your license information. Once your license(s) are linked to the portal account, go to the "Manage Licenses, Permits & Certificates" tab and select "Amendment" next to the license you intend to change or request for a duplicate license. <https://elicensing.mass.gov/CitizenAccess>
If you did not link the license to the account yet you will need the record ID and authorization code which you can obtain by emailing the Board.

License renewal -notifications are mailed to the address on file at the time of renewal and it contains your assigned record id and authorization code. You can also find the auth code here <https://elicensing.mass.gov/DPLAuthCodeApp/>

The record ID is license number-board-type (#####-EL/FA-A/E/B/C/D) e.g. 45321-EL-B

for further help please visit -<https://www.mass.gov/service-details/renew-your-license-with-eplace>

Reinstatement of a lapsed License – If your license is lapsed for more than one cycle you must retest for the license. If you held a reciprocal license you cannot reapply for reciprocity. Board regulations state you MUST retest. The request form and additional information is available <https://www.mass.gov/doc/application-for-reinstatement-of-expired-licensure/download>

Check a license - <https://elicensing.mass.gov/CitizenAccess>

Do not enter too many criteria at once. Enter minimal info such as Board, first and last name or Board, license number (number only no letters). Please note that a current license is sufficient for issuance of a permit.