

ND State Electrical Board  
PO Box 7335  
Bismarck, ND 58507-7335  
(701) 328-9522

Find us at  
[www.ndseb.com](http://www.ndseb.com)

## A Message From the Executive Director:



Hello, everyone!

I hope everyone is doing well!

We're looking for three inspector positions and offering a sign-on bonus for those jobs. The workload has

increased significantly for our office, and we need to place more inspectors across the state. The areas would be the northwest, northeast and one more that would fill in the busiest districts. So, if you're interested we are taking applications until the end of the day January 31, 2025.

Master Electricians: We completed an additional reciprocity agreement for master electricians with Iowa, so if you're heading that way, licensing for you should be easy! We've also expanded the journeyman reciprocity agreements which that information is on our website.

And a reminder for nuisance tripping on AFCI's and GFCI's we have a new form on our website under the "Forms" tab labeled "Non-GFCI-AFCI Protected Equipment Notification" document for filing nuisance tripping issues. First you must notify the appropriate entity for GFCI tripping or AFCI

tripping, the website links to those entities are listed on the form, after that, then email us the completed form.

I've had some inquiries about the scholarships the board has issued to related training apprentices and the electrical students at the NDSCS college program. Since the fall of 2020, to date, the board has awarded 2,109 scholarship recipients \$1,054,500.00. These scholarship dollars awarded are from wiring certificate fees, electricians' licenses, continuing proceeds etc. If you recall the board, a few legislative sessions ago, introduced revised legislation to NDCC 43-09-15.1 "The board may expend funds to educate and encourage potential electricians into the trade" which the legislature passed and now each semester the board awards \$500 to the qualified recipients. The board hopes this helps student apprentices to continue with their education in the electrical field.

The education committee will be meeting early next year to review applications for another related training applicants and an application for its second Professional Electrician Apprentice Program (PEAP) and I understand other providers are scrambling to also create theirs. As I stated in the last newsletter the PEAP program is an avenue for apprentices that already have 8,000 hours

of NDSEB registered apprenticeship time logged but do not have the required electrical education. If this is the case, the apprentice can acquire through a board approved PEAP program, the required education by working an additional 2 years or 4,000 hours while attending an approved PEAP program earning a minimum of 186 hours each year (372 hours total) of classroom education hours and receive an electrical education completion certificate.

Keep an eye on our website for more apprentice education information as your apprentices need to either have a 2 year degree or you have them enrolled in one of the NDSEB approved apprenticeship programs which that list can be found on our website at <https://www.ndseb.com/apprentice-education/approved-apprenticeship-related-training-programs-and-colleges/>.

Check out our website often for new information: [www.ndseb.com](http://www.ndseb.com)

I hope you had a good fall, stay warm and let's all look forward to a great year with the next!!

I wish you enough,

James Schmidt



Ensuring Public Safety Since 1917

# Connections

Issue 281  
January, 2025

## ELECTRICAL INSPECTORS' OPENINGS (W/ SIGN ON BONUS)

The North Dakota State Electrical Board will be hiring three (3) full-time non-temporary electrical inspectors [north-west area, north-east area and state-wide] in the State of North Dakota. Successful applicants may also need to work in assigned areas across the state.

Minimum qualifications: a high school graduate with electrical trade school degree preferred. A licensed Journeyman electrician capable of being a Master electrician. The successful Journeyman candidate must take and pass the North Dakota Master Examination within a specified timeline. Have a firm knowledge of the National Electrical Code and the North Dakota Laws, Rules and Wiring Standards. Ability to be a problem solver with excellent interpersonal, written and oral skills. Ability to learn computer systems, read and trace circuitry, schematics and blueprints. Must be a self-starter committed to time management, highly motivated, teamwork, high quality customer service and be able to multi-task projects. Flexible scheduling (such as working nights and weekends) and overnight travel are required. Must be able to lift 50 pounds, climb ladders

and scaffolds, and follow the department's safety procedures. Must possess a valid ND driver's license. Must successfully complete standard background and criminal record check.

Applicants must complete an Application for Employment State Form 61953 (see above) and which is also available at the North Dakota State Electrical Board office by calling (701) 328-9522. Applicants must also submit with the Application a resume and cover letter explaining how their education, experience, and skills will qualify them for this position. Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veterans' preference must include a current statement of disabled status from the Veteran's Affairs Office.

Completed Applications must be received by mail, email or dropped-off by 5:00 p.m. on Friday, January 31, 2025.

Mail:  
ND State Electrical Board  
PO Box 7335  
Bismarck, ND 58507-7335

Email:  
[electric@nd.gov](mailto:electric@nd.gov)

Drop-off during regular business hours:  
ND State Electrical Board  
1929 N. Washington St. Ste A-1  
Bismarck, ND 58501

## BEING A GOOD MENTOR

Training apprentices to become skilled electricians is a crucial responsibility of master electricians and journeyman electricians. As a mentor, you play a vital role in shaping the future of the electrical industry. Hands on training for tasks such as conduit bending, wire pulling and splicing wires are things we like to teach apprentices early in their career because this will also help with more efficient project completions, but teaching apprentices basic Electrical Theory, Ohms Law and how to use a NEC code book is just as important to ensure their future success as an electrician.

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THIS WILL BE NDSEB'S LAST "MAILED" NEWSLETTER. FUTURE ARTICLES / NEWSLETTERS WILL BE AVAILABLE ON OUR WEBSITE. WE ARE WORKING TOWARDS AN E-MAILED VERSION.



## News & Notes from NDSEB

Thanks to cell phones, AI and the internet, solving problems like how to wire a transformer or wire a motor starter is as easy as the click of a button and all the wiring diagrams you need are right in front of you. Any electrical code question you have can be answered and will include a code article for you if you have access to the internet. Teaching apprentices to look thru a hard copy of the NEC should be a vital part of apprentice training.

Introduce them to the NEC book early in their training. Show them the different articles, sections, tables and exceptions and how they all work together and that the INDEX, glossary and definitions are great starting points to find what you are searching for.

### Notice to Contractors

We have been seeing discrepancies when it comes to final job costs and the actual value of some projects. Section 24.1-05-01-02 clearly states "The electrical and power limited systems inspection fee shall be based on the total amount of the contract or total cost to the owner, including extras." The key words here are "total amount of the contract" What you charge your customer IS your final job cost. Any material your customer may provide ALSO needs to be included.

Additionally, Section 24.1-05-01-02(2) also states "The contractor shall maintain all job-related records for a minimum of four years and shall permit the board to examine and copy all such records as requested". We may begin random audits on certificates that are in question.

Misrepresenting your final job cost is a violation of these stated rules. We all need to follow the rules and stay compliant.

#### PERSONAL INFORMATION CHANGES-IMPORTANT

When mailing out our newsletters, renewal reminders and other correspondence, we receive a lot of items back due to being non-deliverable, insufficient address, moved left no address, etc. As you are completing a new registration or application form or when renewing your registration or license, please make sure you update and/or provide your **complete** mailing address; which may require including an apartment or unit number or PO Box number. We also ask that you do not provide us with your company's mailing address.

You can change your personal information by calling our office, emailing the information to [electric@nd.gov](mailto:electric@nd.gov) or going to our website, [www.ndseb.com](http://www.ndseb.com), under Forms, #20, Personal Information Change.

#### IDENTIFICATION CARD

Per the ND Laws, Rules & Wiring Standards 24.1-03-01-01(3) The board issues an identification card to currently licensed and registered electricians. This identification card, along with a government-issued picture identification card, shall be in the possession of the electrician when doing electrical work. Since your card shall be in your possession, this will help our inspectors make sure you are registered or licensed in the state of ND.

#### E-CERT ENTRY ERRORS/ UPDATES - WHEN TO CONTACT OUR OFFICE

E-cert entry errors or changes on a certificate can happen and when they do here is what you need to do to rectify them.

You will need to contact our office if you need to make a change or update the following fields in the E-cert system:

- Owner Name
- Site Address
- Phone Number
- Power Company

- ◇ **Job Description** - if you have **NOT** paid on a wiring certificate, the system will allow you to update your job description. Once the wiring certificate is paid on you can no longer modify your job description and will have to contact our office.
- ◇ **Inspection Fees** - if you have paid the incorrect job cost/ inspection fee on a wiring certificate or paid on the wrong wiring certificate, please contact our office as soon as possible. If the transaction has NOT posted, we can delete the transaction so you may pay the correct job cost/ inspection fee or pay on the correct wiring certificate.
- ◇ **Duplicate Certificates** - if you have a duplicate certificate for the same location, you will need to contact our office to have one of the certificates voided. Please have the certificate numbers available when contacting us.
- ◇ **Wiring Certificate Where No Longer Doing Job** - if you have a wiring certificate where the job was cancelled, or no work was performed, you will need to contact our office. Keep in mind we will have our inspector verify this information and if no work was done the certificate will be cleared.

#### HELPFUL REMINDERS FROM NDSEB

- REMINDER that NDSEB licenses individuals, not firms.
- REMINDER that contracting Master/Class B/PLE electricians are responsible for wiring certificates (e-Certs) issued under their license and overseeing the e-Cert system.
- DON'T submit any forms to NDSEB unless they are fully completed.
- REMINDER to submit wiring certificates (e-Certs) according to the following schedule:

Start-up copy before work commences.

Final paperwork within 15 days of use, occupancy or completion, whichever is foremost.

- REMINDER to accurately calculate inspection fees based on job cost [total amount of electrical contract].
- DON'T submit correction reports until all corrections have been completed. If extensions are needed, DO contact NDSEB before the correction report is past due.
- REMINDER that it is a violation and subject to penalties to sign and submit a correction report without the corrections being made.
- REMINDER that certificates with a job cost of \$20,000 or less are valid for 12 months from the original filing date. DO file a new wiring certificate for all unfinished work.

- REMINDER that contracting Masters/Class B/PLEs are required to notify NDSEB before leaving employment with the contracting firm. DO plan on making sure that all jobs are completed, and appropriate paperwork is submitted to NDSEB.
- REMINDER that NDSEB's ratio of electricians is three apprentices to one licensed individual.
- REMINDER that apprentices are required to be under direct and constant supervision of a licensed electrician.
- REMINDER that eight (8) hours of continuing education are required to renew an electrician's license.

- DO allow sufficient (reasonable) time for NDSEB to process documentation.

### Continuing Education

As 2024 has come to a close and we start a new year, we want to remind everyone to get their continuing education requirements fulfilled so you can renew your electrical license in a timely fashion. Since the NDSEB continuing education classes will finish on January 9th and 10th and won't restart until May, 2025, there are many approved courses listed on our website at [www.ndseb.com](http://www.ndseb.com). Click on the continuing education tab and you will find a list of the 2023 NEC North Dakota approved courses. Scroll through the list to find a course that fits your schedule and delivery preference.

Providers of an approved course have up to 15 days to report attendance to the Board, and the Board must receive confirmation of attendance from the CEU provider. We cannot accept an individual certificate from the applicant.

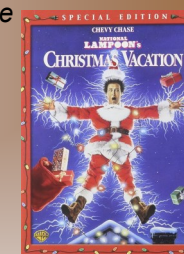
The license renewal period opens on January 1<sup>st</sup> with the Journeyman license deadline March 31<sup>st</sup> and Master, Class B, and PLE licenses all have a deadline of April 30<sup>th</sup>. In summary, make sure you are taking an NDSEB approved continuing education course and completing it early enough to ensure it is reported to the Board by the provider, so you can renew your license before the deadline and avoid any problems or additional renewal fees.

## Making A Connection: Allison Carlson, Admin Assistant

**Originally** from Bismarck, Allison graduated from St. Mary's Central High School in 2006 and NDSU with a Human Development and Family Science degree. She grew up around the electrical industry her entire life as her grandfather and father own Seifert Electric. Allison previously worked for the City of Bismarck in the Community Development, Building Inspections division.

**The best movie of all time is...?**

Chevy Chase  
National Lampoon's  
Christmas Vacation



**What is your favorite part of your job?**

*Interacting with different people throughout the state and working with a great group of people.*

**What are your hobbies?**

*Playing volleyball, hunting, fishing (on nice days), and camping.*

**What's your favorite TV show?**

*Yellowstone*

**What would be your dream Vacation?**

*Alaska*

**What do you like on your pizza?**

*Pepperoni and banana peppers*



**CAN YOU FIND THE DIFFERENCE?**