

**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
BOARD FOR LICENSING CONTRACTORS**

Mailing Address: 500 James Robertson Pkwy.,
Nashville, TN 37243-1150
Telephone: 1-800-544-7693 or (615) 741-8307 / Fax: (615) 532-2868
Website: <http://www.tn.gov/commerce/boards/contractors/>
Email: Contractors.Home-Improvement@tn.gov

**LIMITED LICENSED ELECTRICIAN
(LLE)
LICENSE APPLICATION**

Contents

LLE License Application

(New/Initial Applicant and Reinstatement of Expired License)

The following additional information may be **downloaded** from the website:

LLE Exam Information

(See PSI's "Candidate Information Bulletin"

<https://psiexams.com/>

Law, Rules and Regulations

(Contractors Board and Division of Fire Prevention)

<http://tennessee.gov/commerce/boards/contractors/law.shtml>

- LLE Licensing Law - Contractors, Title 62, Part 1
- LLE Licensing Rules - Contractors Rules 0680-3
- Electrical Installation Law- Division of Fire Prevention, Title 68, Part 102
- Electrical Installation Rules- Division of Fire Prevention Rules, 0780-2

The above information is included as part of the Limited Licensed Electrician (LLE) license application package. This information may also be downloaded from the Board's "Electrician" or Electrical Licensing section of the website at: <http://www.tn.gov/commerce/boards/contractors/electrician.shtml>



Tennessee Department of Commerce & Insurance
LIMITED LICENSED ELECTRICIAN (LLE)

Mailing Address: 500 James Robertson Parkway; Nashville, TN 37243-1150
Telephone: (615) 253-2144 OR 1-800-544-7693 / FAX: (615) 532-2868

<http://www.tn.gov/commerce/boards/contractors/>
Email: Contractor.Home-Improvement@tn.gov

**BOARD FOR LICENSING
CONTRACTORS**

ELECTRICAL LICENSING INFORMATION & INSTRUCTIONS

The Board for Licensing Contractors is responsible for regulating licensing in Tennessee for electrical work at various level; "Contractor" license (CE) and "Limited Licensed Electrician" (LLE). In addition, local government may also require licensing for permits and inspections, such as the journeyman/master. The Division of Fire Prevention (State Fire Marshal) is responsible for codes and inspections, therefore, their laws and rules cover more detail for electrical installations and inspections. Check their website at: <http://www.tn.gov/commerce/sfm/> The following describes each electrical license:

Contractor (CE)

This state license is required for electrical work where the total cost is **\$25,000 or more**. The "CE" electrical classification is accepted statewide, and additional exams are not required in each county or municipality. However, you must adhere to their local permit and licensing rules within their jurisdiction and pay local fees. Contractors with a CE are exempt from the Limited Licensed Electrician (LLE) license, but still required to obtain permits, inspections and any applicable local licenses.

Limited Licensed Electrician (LLE)

This state license is only required for electricians where the total cost is **LESS THAN \$25,000** and for those working in a municipality where it is accepted in lieu of the local government codes enforcement. These areas may have permit "Issuing Agents" at the local utility office. The Division of Fire Protection performs these inspections. Those with a contractor's license with a CE classification are exempt from the LLE; but not exempt from local license requirements and inspections. There are no out-of-state reciprocal (exam waiver) agreements for the LLE.

Local License (City/County from each Municipality)

The local license is required **regardless of the amount** of the project, in areas with a local codes enforcement office issuing permits. This type of licensing is typically referred to as journeyman/master, etc. Every jurisdiction is different, and you must adhere to their local requirements. Areas without a local codes office have "Issuing Agents" for permits and inspections. If you have a state contractor's CE license, you will not be required to take their local electrical exam, but will need to pay their fees and obtain permits for inspections. The LLE is not accepted where the local jurisdiction has their own licensing and inspections program in place. Local government contacts are available at: <http://tn.gov/local/>

Licensing Summary - See § T.C.A. § 62-6-111(2), 62-6-130, 131, and 132

- An LLE exam from PSI Exams Services, LLC is required to obtain a LLE license. Preapproval and experience is not required to take the exam. There are no continuing education requirements. (LLE exam is NOT comparable to the journeyman/master.)
- The LLE license fee is **\$50.00** and will expire biennially (two years) on the last day of the month of issuance.
- An LLE is limited to projects **less than \$25,000** and cannot split projects or contracts into phases to circumvent the law.
- LLE's are prohibited from using the term "**contractor**" or advertise as an "electrical contractor".
- Those performing work in **EXCESS OF \$25,000** must be licensed as an electrical **CONTRACTOR** with a "CE" classification (or "E" if licensed prior to 1992), and with a monetary limit designated to cover each project.
- Renewal fee is \$50; late fee is \$10 for each month, up to three (3) months.
- Reinstatement of a license expired more than three (3) months must file a new application with a nonrefundable \$50 new application fee, plus a \$30 late penalty fee = **\$80**. Those who have never passed the LLE exam may complete the exam waiver request; however, these require Board approval. (Please see the "Public Meeting Calendar" on our website for schedule.)
- Fees by check or money order, payable to: "**Contractors Board – LLE**"; include copy of photo ID with application

Address Changes

Should you have an address change, please notify us in writing by fax, mail or email to: Linda.Ford@tn.gov prior to renewing license.

License Search

You may check the license issuance status at our website or at the direct link for the department at: <http://verify.tn.gov/>

Laws & Rules

Be sure to check our website or contact our office for current laws, rules and regulations for licensing. The statute for electrical installation, codes and inspection requirements are governed by the Division of Fire Protection and their website is at: <http://www.tn.gov/commerce/sfm/> This law is pursuant T.C.A. Title 68, Part 102. The LLE licensing law and rules may be reviewed from the Board's website.

Register Online to Receive Important Notices at: <http://regbdlist.tennessee.gov/>

Issuing Agents - Permit Requirements

- Issuing agents may accept the "**Limited Licensed Electrician (LLE)**" license to permit projects where the total project is less than \$25,000. Note: Projects cannot be split into phases. Note: The LLE license is not accepted by all municipalities or local government code offices.
- Issuing agents may issue permits to "**Contractors**" with an electrical (CE or E) classification on their contractor's license. These licenses are also assigned a monetary limit which must cover the total project.
- There are NO state reciprocal agreements; out-of-state electricians and contractors must obtain a license in Tennessee.

Tennessee Department of Commerce & Insurance

LIMITED LICENSED ELECTRICIAN (LLE)

Mailing Address: 500 James Robertson Parkway; Nashville, TN 37243-1150

Telephone: (616) 253-2144 OR 1-800-544-7693 / FAX: (615) 532-2868

<http://www.tn.gov/commerce/boards/contractors/> Email: Contractor.Home-Improvement@tn.gov

\$50 Fee – 4001- LLE Initial
Xact#
ID#

LIMITED LICENSED ELECTRICIAN (LLE) - LICENSE APPLICATION

New - \$50.00 (Non-refundable) **Reinstatement - \$80.00** (\$50 + \$30 Penalty Fee= \$80 - Total)

ATTACH COPY OF PHOTO ID!

◆ Prior License ID# _____ Exp. Date: _____
 ◆ Exam Score ___ Attached ___ Waiver Requested
 (Note: Application fee of \$50 is non-refundable)

Name: _____ / Jr., II, III or IV
(Individual's Name – Not issued to business or company name) (Include if part of name)

Mailing Address: _____
(Include Physical Street Address, if P.O. Box is listed)

Telephone: (____) _____ - _____ Cell: (____) _____ - _____ FAX (____) _____ - _____
(City) (State) (Zip)

Email Address: _____ @ _____

___ 1. **LLE Exam Score Attached – Exams offered by PSI** (See attached for exam information), or;
 ___ - *Reinstatement - License expired 90 days or more – May include pages 7 - 9 to request an exam “waiver”.
 *Exam waiver for reinstatement requires Board review. See meeting schedule on “Calendar” at our website

___ 2. **Attach a copy of photo ID (such as “Driver’s License”)**

___ 3. **Have you ever held a state “Electrical Registration” or state electrical license in Tennessee?**
 ▪ ___ No ___ Yes – License ID# _____ Expiration Date: _____

___ 4. **Complaint History – Do you have complaints, citations, outstanding judgments, or had a license revoked?**
 ___ No ___ *Yes – Attach an explanation; requires full “Board Review” for approval

___ 5. **Felony Conviction? ___ No ___ *Yes – *Applicant must disclose all convictions; and attach:**
 Copy of charge(s), location, details explaining incident, court action taken and proof showing release of probation. Those with convictions must also provide a background investigation report showing history. Include a reference from parole officer; other character references are also helpful. The Board must protect the safety and welfare of the public and may deny a license based on any conviction or failure to disclose. Each violation is judged on merit, with respect to time, circumstances and seriousness. Applicants will be reviewed at the Board’s regular scheduled meetings for consideration, however, a license may be denied for any felony conviction. Typically, the Board does not approve unless it has been one year since released from probation. (Requires full “Board Review” for approval.)

___ 6. **Signature and Acknowledgement: License is limited to less than \$25,000; cannot use term “Contractor”;**
license cannot be used or transferred to a family member; and must obtain permits for inspections.

X _____ *Social Security# _____ - _____ - _____
(Signature) (Date)

*Disclosure: Social Security Number is used for identification purposes, only, and will not be a part of public record. This is required under the authority of 42 USC 666.

Check-List

- ___ Enclose fee: **\$50.00 – New Application / \$80.00 - Reinstatement** (Note: Application fee is nonrefundable)
 - Check or money order, made payable to **“Contractors Board - LLE”** and mail to the Board’s address listed above (allow 10 days for processing)
- ___ Attach “LLE” exam score from PSI Exams Services, LLC (see attached for more exam information); or
 ___ - Reinstatement – Exam waiver requests must complete pages 7 - 9, and requires full “Board Review” for approval (see #4)
- ___ Attach a copy of your photo ID (such as “Driver’s License”). It is considered “incomplete” if submitted without and will delay issuance.
- ___ Board Review – Applications for Reinstatement’s requesting the exam to be waived; or those who checked “yes” for complaint history; or any felony convictions; these will require full Board approval. Please turn in by the last day of the month, prior to the Board meeting, to ensure received timely for Board meeting review. Typically, no personal appearance is required. (See “Public Meetings Calendar” on website for dates)

*Note – The Board cannot accept fees at their physical location. Any fee mailed or hand delivered must be delivered to the mailing address listed above, at the Cashier’s Office, 11th Floor - Davy Crockett Tower; which is the building next to our office.

The following additional information may be downloaded from the website if you did not receive a “Candidate Information Bulletin” for the LLE exam:

Limited Licensed Electrician (LLE) - Exam Information

Exams are given by appointment and may be taken from various locations across the state. PSI Exam Services, LLC provides a “Candidate Information Bulletin” which includes an exam outline; list of reference books to study; and registration information.

- PSI’s Main Website - <https://psiexams.com>
- Candidate Information Bulletin for LLE - https://candidate.psiexams.com/bulletin/display_bulletin.jsp?ro=yes&actionname=83&bulletinid=198&bulletinurl=.pdf

Note: Proof of Insurance is not required to “obtain a license” with our Board. However, it may be required in order to be legal.

Workers’ Compensation (WC) Insurance

Proof of insurance is not required to be supplied with your Limited Licensed Electrician (LLE) application. However, please check with the Department of Labor and Workforce Development for questions concerning insurance requirements or review online at: <http://www.tn.gov/labor-wfd/wcomp.html>

WC Exemption Registration for Employers

Electricians who are the employer (not for your employees) may obtain a worker’s compensation insurance exemption by registering yourself as a “Construction Services Provider” with the Secretary of State’s office at: <http://tnbear.tn.gov/wc/>

Employees Paid as Independent Contractors

Your employer may be in violation if you are an employee and being paid as an independent contractor. To confirm or report violations of employee misclassification, you may do so anonymously at: <http://tn.gov/labor-wfd/EMEEF/>

Business Tax Licenses

In addition to state and local codes licenses, a local “Business” license is required by the city and/or county. More information is at: <https://apps.tn.gov/bizreg/>

Employee ID# for Federal Taxes (FEIN or EIN)

Check with the IRS at: <https://sa1.www4.irs.gov/modiein/individual/index.jsp>

Permits

The following are municipalities in which we are aware, may have their own license issuing agency for permits and inspections. Generally, they do not accept the Limited Licensed Plumber (LLP) license and you may be required to obtain their local license and pass their plumbing exam.

City of Athens – McMinn County
City of Chattanooga – Hamilton County
City of Humboldt – Gibson County
City of Jackson – Madison County
City of Johnson City – Washington County
City of Kingsport – Sullivan County
City of Knoxville – Knox County

City of Lafollette – Campbell County
City of Nashville – Davidson County
City of Maryville – Blount County
City of Memphis – Shelby County
City of Morristown – Hamblen County
City of Murfreesboro – Rutherford County
City of Oak Ridge – Anderson County
City of Sparta – White County

- **Always check with the local municipality for their individual license requirements. Their contact information may be obtained at: <http://tn.gov/local/>**
- **Effective October 1, 2011, please check for new permit requirements relative to the statewide building code. More information is at: <http://www.tn.gov/commerce/sfm/homebuilding/index.shtml>**

LLE - LIMITED LICENSED ELECTRICIAN EXAM

Exam Cost: \$55.00 / 40 Questions / Time Limit: 120 minutes / Open Book

REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the edition of the Code book that is listed. Candidates may use a silent, nonprinting, non-programmable calculator in the examination center. This examination is OPEN BOOK.

The following reference materials are allowed in the examination center:

NFPA 70 - National Electrical Code, 2008, National Fire Protection Association (NFPA), (800) 344-3555, www.nfpa.org, ISBN 0877656231

Code of Federal Regulations - 29 CFR Part 1926 Revised as of 2008 (OSHA), Superintendent of Documents, (888) 293-6498, www.osha.gov **-OR-** ***Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2008*** by PSI, (800) 733-9267, (See order form at the end of this bulletin.)

NFPA 70E - Standard for Electrical Safety in the Workplace, 2004, National Fire Protection Association (NFPA), (800) 344-3555, www.nfpa.org

National Electrical Code (NEC) Handbook, 2008, National Fire Protection Association (NFPA), (800) 344-3555, www.nfpa.org, ISBN 0877656258

The following reference material is NOT allowed in the examination center:

Ugly's Electrical References, George V. Hart, 2005, Burleson Distributing Corp., (800) 531-1660, www.uglyselectrical.com ISBN 0-9623229-7-0

Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or indexed prior to the examination session. However, references may not be written in. Any candidate caught writing in the references during the examination will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. References may be tabbed/indexed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin. Scratch paper will be provided for calculations. Candidates will NOT be permitted to remove from the examination room ANY material that has been written on. (This would include books).

See PSI's "Candidate Information Bulletin" for a current and complete list of requirements at:

https://candidate.psiexams.com/bulletin/display_bulletin.jsp?ro=yes&actionname=83&bulletinid=198&bulletinurl=.pdf

Law, Rules and Regulations

(Contractors Board and Division of Fire Prevention)

<http://tennessee.gov/commerce/boards/contractors/law.shtml>

- LLE Licensing Law - Contractors, Title 62, Part 1
- LLE Licensing Rules - Contractors Rules 0680-3
- Electrical Installation Law- Division of Fire Prevention, Title 68, Part 102
- Electrical Installation Rules- Division of Fire Prevention Rules, 0780-2

GENERAL INFORMATION

Website Resource

All information for the Limited Licensed Electrician (LLE) license may be downloaded from the Board's "Electrician" section of the website at:

<http://www.tn.gov/commerce/boards/contractors/electrician.shtml>

License Renewals

Licenses are issued on a two (2) year cycle. Renewals are sent out 90 days prior to the expiration date. Online renewal process may be available soon!

Online Notifications

To receive important information relative to changes in the law, rules and regulations, be sure to register your email address online at: <http://regbdlst.tennessee.gov/>

Workers' Compensation (WC) Insurance

Proof of insurance is not required as part of the licensing process. However, it may be required to be legal, especially if you have one or more employees. Please check with the Department of Labor and Workforce Development for questions concerning insurance requirements or review online at: <http://www.tn.gov/labor-wfd/wcomp.html>

WC Exemption Registration for Employers

Electricians who are the employer (not for your employees) may obtain a worker's compensation insurance exemption by registering yourself as a "Construction Services Provider" with the Secretary of State's office at: <http://tnbear.tn.gov/wc/>

Employees Paid as Independent Contractors

Your employer may be in violation if you are an employee and being paid as an independent contractor. To confirm or report violations of employee misclassification, you may do so anonymously at: <http://tn.gov/labor-wfd/EMEEF/>

Business Tax Licenses

In addition to state and local codes licenses, a local "Business" license is required by the city and/or county. More information is at: <https://apps.tn.gov/bizreg/>

Employee ID# for Federal Taxes (FEIN or EIN)

Check with the IRS at: <https://sa1.www4.irs.gov/modiein/individual/index.jsp>

New Initial Applicant - Attach Exam Scores (Do **not** complete these waiver request forms)
 Reinstatement – LLE Exam Passed (Attach exam scores; do **not** complete waiver request forms)
 Reinstatement – LLE Exam Never Passed (May request waiver – complete attached forms)

REINSTATEMENT OF EXPIRED LICENSE

If this is a “Reinstatement” of a license expired more than three (3) months/90 days; and if you have never taken the LLE exam, you may request waiver of the exam by supplying the attached forms in lieu of the exam scores. However, exam waiver requests must be reviewed and approved by the board at their regularly scheduled meetings (see schedule on our website at “Public Meeting Calendar”). The Board meets during the months of January, March, May, July, September and November. No personal appearance is required. Please make sure your application is turned in timely and complete to be reviewed at the next regularly scheduled meeting.

REQUEST FORMS

- 1) LLE EXAM WAIVER REQUEST**
- 2) REFERENCE FORMS**

***(To be completed by those requesting waiver of the LLE Exam for Reinstatement;
those with exam scores are not required to be reviewed by the Board and do not need to
complete these additional forms on pages 7 - 9)***

Attachment A
Reinstatement - Exam Waiver (Experience)

An electrician applying for reinstatement of a license expired in excess of 90 days, may appeal the requirement to pass the LLE (Limited Licensed Electrician) exam, by completing the following:

Please list electrical experience from past projects or employers:

Year: _____ Project/For Whom _____ Contract Amount \$ _____

Type of Work: _____

Year: _____ Project/For Whom _____ Contract Amount \$ _____

Type of Work: _____

Year: _____ Project/For Whom _____ Contract Amount \$ _____

Type of Work: _____

Year: _____ Project/For Whom _____ Contract Amount \$ _____

Type of Work: _____

Certifications/Licenses/Examinations

(Please list and attach copies of any certifications, exam scores, training or licenses with local codes/permit offices:

1. _____
2. _____
3. _____

Please explain why LLE (formerly the “Electrical Registration Card”) expired:

_____ - Did not receive renewal in mail/address changed - _____

_____ - Illness - _____

_____ - Prior employment did not require license - _____

_____ - Other _____

Print Name Signature Date

Include with exam waiver requests for reinstatement to be reviewed by the Board at their regularly scheduled meeting (January, March, May, July, September and November). Please submit your waiver request and reference by the end of the month “prior” to the meeting to ensure received in time. For more information, please review our website at: <http://www.tn.gov/commerce/boards/contractors/>

Attachment B
Reinstatement - Exam Waiver (Reference)

Tennessee Board for Licensing Contractors
 Limited Licensed Electrician
 500 James Robertson Parkway
 Nashville, TN 37243-1150
 Telephone: (615) 741-8307 or (615) 253-2144 or Fax (615) 532-2868
 Website: <http://tn.gov/commerce/boards/contractors/> Email: Contractor.Home-Improvement@tn.gov

REFERENCE FROM PAST CUSTOMER or ELECTRICAL INSPECTOR
 (To be completed for LLE's expired over 90 days, requesting exam waiver)

Electrician's Name: _____
 (Name of Applicant)

Address: _____

The above named individual is applying for license as a Limited Licensed Electrician (LLE) with the State of Tennessee. Please give any information regarding their work and experience.

1. How long have you known the individual? _____

2. Describe the type(s) of electrical work performed:

___ Residential ___ Commercial ___ Industrial ___ HVAC

3. What type of equipment was installed (if any): _____

4. Do you recommend this individual to be approved for a license? Explain:

5. Other Comments: _____

Reference Completed by:

Name: _____ Company _____

Address: _____
 (Street Address/P.O. Box) (City) (State) (Zip Code)

Telephone: (____) - ____ - _____ or (____) - ____ - _____

 (Signature)

 (Date)

(Please return completed reference to the electrician to be added to their LLE application)