

Harford County Board of Electrical Examiners

Rules and Regulations of the Board

These Rules of Procedure are adopted pursuant to the Harford County Code, §16- 3

1 Board

A. Membership

The Board of Electrical Examiners shall consist of the following 5 members:

- i) Three master electricians, actually working as electricians, who are residents of the County and whose principal place of business is located in Harford County;
- ii) An architect or engineer who is a resident of the County and who is registered and licensed in accordance with the requirements of the state; and
- iii) One citizen who is a resident of the County.

B. Officers

The members of the Board shall elect a Chairperson and Vice Chairperson and the officers shall serve a term coterminous with the term of the County Executive.

C. Duties

- 1) To examine applicants for master, journeyman and other licenses as described in Chapter 105 of the Harford County Code.
- 2) The Board shall notify the Director of all applicants who have satisfied the competency and all the other requirements for the issuance of licenses for master, limited, restricted, journeyman and limited journeyman electricians.
- 3) To hold hearings on charges of misconduct of any of the license holders and to suspend a license or to recommend revocation should the charges be substantiated and of a sufficient gravity to warrant suspension or revocation.
- 4) To file annually with the Director of the Department of Inspections, Licenses and Permits a report of its activities for the preceding year.

D. Meetings

- 1) The Board shall meet at least once each month, unless determined by the chair that there is no business to be brought forth, and shall hold special meetings as necessary.
- 2) A quorum of the Board consists of three members.
- 3) An affirmative vote of a majority of a proper quorum shall be necessary for any action by the Board.
- 4) Meetings shall be conducted in compliance with the State's Open Meetings Act.
- 5) Unless otherwise provided in these rules and regulations, Roberts Rules of Order Newly Revised, current edition, shall govern parliamentary procedure during a meeting.

2. Licensing

A. Examination

i) Applications

Any individual desiring to secure a license as specified under Chapter 105 of the Harford County Code shall file an application, on a form provided by the Department and submit the examination fee.

ii) Testing

- 1) A written examination will be required of all applicants except those applicants who are currently licensed by the State or another local jurisdiction and who meet the requirements of Subtitle 5, of Title 6, of the Business Occupations and Professions Article of the Annotated Code of Maryland or applicants for journeypersons license who have completed an apprenticeship program approved by the Apprenticeship and Training Council of the Maryland Department of Labor and received a certificate.
- 2) Any applicant failing to pass an examination shall be afforded an opportunity to take the examination again. An applicant who fails an examination for a third time shall be required to submit evidence showing successful completion of an examination preparation course related to the classification of the license the applicant is trying to achieve.
- 3) An applicant that fails to appear, for any reason, for a scheduled examination shall forfeit the application fee. An applicant unable to appear for a scheduled examination

shall call or email the Department, as soon as possible, to inform the Board of the cancellation.

- 4) The Board of Electrical Examiners shall certify to the Director an applicant as qualified to be licensed without examination by the Board, if the applicant is currently licensed by another jurisdiction in the state or by the state itself or applicants for journeypersons license who have completed an apprenticeship program approved by the Apprenticeship and Training Council of the Maryland Department of Labor and received a certificate. The qualification procedures of the other jurisdiction shall be equivalent to those required for licensing in the County.

B. Licensing Renewal

- 1) An application for renewal of a license received within 90 days after the expiration of the license shall be renewed provided the renewal and restoration fees are paid.
- 2) When an application for renewal of a license is made more than 90 days after a license has expired, the Harford County Code(§105-22) provides flexibility to the Board to determine if an applicant for licensing renewal must show competency by examination. In cases where the applicant for renewal submits the application after the grace period but prior to the expiration of the current licensing cycle, the Board will not require examination as long as the applicant for licensing renewal submits a renewal application and can demonstrate that they have obtained the required continuing education hours and pays the required licensing and restoration fees.
- 3) Except under extenuating circumstances, an applicant who fails to submit for renewal within two years of the expiration of the last valid license will be required to take and pass a written examination before the Board will recommend issuance of a renewal license.
 - (a) To be considered extenuating circumstances an applicant must provide written evidence to the Board demonstrating that the applicant was unable to complete the renewal process within the 2-year time frame due to some severe life event. The Board may waive the examination requirement if the Board determines that extenuating circumstances have prevented the applicant from applying for renewal or obtaining the required continuing education hours to qualify for licensing renewal. Such life events may include, but are not limited to, military deployment, medical conditions including conditions of a family member, and prolonged out of state employment.

(b) Applicants for licensing renewal seeking the Board's considerations of extenuating circumstances shall submit a written request to the Department of Inspection's Licenses and Permits. Applications will be considered at the next regularly scheduled Board meeting.

C. Suspension or Revocation of Licenses

1) Hearings

- i) When the Board receives information or evidence that a master, limited, restricted, journeyman or limited journeyman electrician has engaged in conduct as described under § 105-28 A of the Harford County Code the Board shall schedule a public hearing.
- ii) At least five (5) calendar days prior to the hearing, the Board shall send by certified mail a notice of the alleged violation and hearing date, place and time to the individual who is believed to have engaged in conduct as described under § 105-28 A of the Harford County Code.
- iii) Three members shall constitute a quorum for purposes of conducting a hearing, to participate in a hearing a member must attend in person.
- iv) The individual shall have the right to be represented by counsel.
- v) The Board shall record a transcription of the hearing and the transcription shall be maintained for three (3) years after the action is concluded.
- vi) The Chair or another member designated by the Chair shall convene the hearing and shall briefly state the allegations against the individual.
- vii) The Chair or designated member acting as Chair shall have the authority to:
 - 1. Grant a postponement of a hearing for good cause;
 - 2. Rule on admissibility of evidence;
 - 3. Consider and rule on all motions appropriate to the proceedings; and
 - 4. Recess the hearing for any reasonable purpose.
- viii) A party to the hearing has the right to:
 - 1. Present opening and closing statements;
 - 2. Call witnesses and present evidence;
 - 3. Cross-examine witnesses; and

4. Present evidence.

2) Decisions

Each Board decision shall be in writing and shall include specific findings of fact with respect to each alleged violation. The Board shall issue a decision within 30 days of the hearing. Under §105-28 of the Harford County Code if the Board finds that a license holder has violated that section of the Code, the Board may institute a suspension for up to 1one year or recommend to the Director revocation of the license.

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