

LIMITED LICENSED ELECTRICIAN (LLE) LICENSE APPLICATION & INFORMATION

INITIAL LICENSE FEE: \$50 / REINSTATEMENT: \$80

Save Time, *Apply Online!*
<http://core.tn.gov/>

Should you need assistance using online system, contact the Customer Service Help Desk at: (615) 741-8307 or
Email: contractors.home-improvement@tn.gov
(No additional fee to apply online; application fee may be paid by credit or debit card or e-check)

Contents

Application (see page 3)

The Limited Licensed Electrician (LLE) initial application requires passing the LLE trade exam, providing a photo-ID, and proof of US citizenship or qualified alien status. If mailing your application, please allow two weeks or more for processing.

Online Application - To obtain the LLE license in less time, use the CORE's "**Online Licensing System**" and apply at: <http://core.tn.gov/> From the menu, go to "**Contractors: Limited Licensed Electrician**" and enter your information. Attachments (exam scores, photo-ID, disclosures) may be scanned and attached to online application. *Note: "Reinstatement Online Application" for licenses expired three (3) months or more, is not yet available (coming soon, so please continue to check).*

Reinstatement (see page 3)

A license expired 3 months or more must complete the application to reinstate. Application fee is \$80.00. If licensed prior to exams, must pass LLE exam or request waiver by completing pages 8-10.

Electrical Licensing Resource (see page 2)

LLE Exam Information (see page 7)

See PSI's "Candidate Information Bulletin" for an outline of the exam and study materials at:
<https://candidate.psiexams.com/tennessee/construction/lle.cib.pdf>

General Information - Law, Rules and Regulations (page 15)

ELECTRICAL LICENSING RESOURCE – PERMITS FOR INSPECTIONS

The Board for Licensing Contractors is responsible for regulating licensing in Tennessee for electrical work at various levels; “Contractor” license with CE classification, and “Limited Licensed Electrician” (LLE). In addition, local government may have their own electrician license for projects less than \$25,000, and issue permits for inspections, such as the journeyman/master. The Division of Fire Prevention (State Fire Marshal) is responsible for code adoptions, permits for inspections from other local jurisdictions accepting the LLE license and their laws/rules cover more detail for Electrical, HVAC installations and Inspections. Check their website at: <https://www.tn.gov/commerce/fire/permits-licensing/fire-electrical-permits.html> **Before applying for a LLE license, check with the municipality where you plan to work for their license requirements.**

Contractor (CE – Electrical Contractor) (application available on Board’s website)

This state license is required for electrical work where the total cost is **\$25,000 AND UP**. 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, such as a business license. The contractor’s license requires two exams, financial statement from CPA, proof of insurance, experience, etc.

Limited Licensed Electrician (LLE) (see attached application – page 3)

The state LLE license is covers work where the total cost is **LESS THAN \$25,000** (includes materials and labor) and only accepted in approximately 65 counties with permit **“Issuing Agents”** (see list on page 12-14). State Fire Marshal’s office typically performs these inspections. There are no out-of-state reciprocal (exam waiver) agreements for the LLE. A license and permit is required to perform electrical work, including **HVAC** work. Licensees performing the work must obtain the permits for inspections; not the **property owner**. Local business tax license from the Department of Revenue is also required.

Permits, Inspections and Local Licenses - City/County/Municipalities (see pages 12 – 14)

Permits and inspections are required for all electrical and HVAC work **regardless of the dollar amount** of the project from the local permit issuing agent. The Limited Licensed Electrician (LLE) license is not accepted by all agencies. Some local jurisdictions have their own testing, licensing and inspection program in place, typically referred to as a journeyman/master. However, they all accept the state contractor’s license with a CE classification. Every jurisdiction is different, and you must adhere to their local requirements. Local government contacts are available at: [MTAS/TennesseeCodeEnforcement.nsf](https://www.tn.gov/commerce/fire/permits-licensing/fire-electrical-permits.html) and see page 14 for list of “Exempt Jurisdictions” **not** accepting the state LLE, such as Nashville, Knoxville, Chattanooga, Memphis, etc.

Licensing Summary - See T.C.A. § 62-6-111(2), 62-6-130, 131, and 132; and T.C.A. § 68-102 /Rules 0780.

- 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”; considered an electrician.
- CE-B, 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. Must reinstate after 3 months by completing new app.
- 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, all waivers require Board approval. (Please see the **“Public Meeting Calendar”** on our website for their schedule.)
- Fees by check or money order, payable to: **“State of Tennessee – LLE”**; include copy of **photo ID** with application
- Must complete citizenship status and include page 5
- **Apply Online!** <http://core.tn.gov/> May pay by credit, debit card or e-check and attach scanned documents.

Address Changes: Address changes may be made online or notify us in writing and email to: Contractors.Home-Improvement@tn.gov prior to renewing.

License Search: You may check the license issuance status at our website at: <http://verify.tn.gov/>

Laws & Rules: Be sure to check our website for current laws, rules and code adoptions. The statute for electrical and HVAC installation, codes adoptions and inspection requirements are governed by the Division of Fire Protection at <https://www.tn.gov/commerce/fire/permits-licensing/fire-electrical-permits.html> The LLE licensing law and rules may be reviewed at a link on the Board’s website at: <https://www.tn.gov/commerce/regboards/contractors/rules-and-laws/laws.html>

Notifications: Register online to receive important email notifications at: https://apps.tn.gov/notify-app/sign_up.html

Issuing Agents - Permit Requirements (see page 12 -14 for list from Division of Fire Prevention)

- Issuing agents may accept the **“Limited Licensed Electrician (LLE)”** license to permit projects when the total project is **less than \$25,000**. Note: Projects cannot be split into phases. License must cover total contract cost of the project, including materials, equipment, labor and profit.
- Issuing agents may also issue permits to **“Contractors”** with an electrical or HVAC classification (**CE or E, EB or CE-B or CMC or CMC-C** or HVAC) on their contractor’s license. Contractor licenses are also assigned a **monetary limit** which must cover the total electrical project.
- There are **NO** state reciprocal agreements; out-of-state electricians and contractors must obtain a license in Tennessee.
- A homeowner may obtain a permit to perform their own work on a residential dwelling, only. Commercial work requires a license.



Board for Licensing Contractors

LIMITED LICENSED ELECTRICIAN (LLE) Apply Online! http://core.tn.gov/

500 James Robertson Parkway; Nashville, TN 37243-1150
Telephone: (615) 741-8307 OR (615) 253-2144 OR 800-544-7693 / FAX: (615) 532-2868
Website: https://www.tn.gov/commerce/regboards/lle.html Email: Customer Service
Center: Contractors.Home-Improvement@tn.gov

Table with 2 columns: Field Name, Value. Fields include Prof: 4001 - Initial LLE, Xact# 1010 (Initial) 3010 (Reinstate), File#, Entity#

LIMITED LICENSED ELECTRICIAN (LLE) - LICENSE APPLICATIONS FEE

- Form fields for license application fee: New/Initial - \$50.00, Reinstatement - \$80.00, Application Fees are Non-refundable, ATTACH COPY OF PHOTO ID!, Prior License ID#, Exp. Date, Exam Score Attached Waiver Requested

Name: Last, First, Middle / Jr. Sr. III or IV (Include if part of name)

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

(City) (State) (Zip) County

Telephone: () - Cell: () - Fax () -

Email Address: Other TN Licenses: No Yes

1. LLE Exam Score: - Attach Copy (Exams offered by PSI; see attached for exam information); - or - Reinstatement - Exam Never Taken-Grandfathered (May request an exam "waiver" by including pages 8 - 10) Note: Exam "waiver" requests for those licensed prior to testing requires full "Board Review". See public meeting schedule on "Calendar" of our website.

2. PHOTO ID - Must attach copy! (Such as "Driver's License") If NOT attached, application remains incomplete.

3. Complaint History - Do you have a history of complaints, citations, judgments, or had a license revoked? No Yes - Attach an explanation; requires full "Board Review" for approval (*Attach pages 8 -11)

4. Felony Conviction? No Yes - Applicant must disclose all convictions (*Attach pages 8 - 11): Provide list of experience; reference; copy of charge(s), details explaining incident, court action taken, release of probation, and background check. A license may be denied for any felony conviction; however, the Board will take into consideration with respect to time, circumstances and seriousness. Applicants will be reviewed at the Board's regular scheduled meetings; may be scheduled for an interview. It is recommended that the applicant has been released from probation for a minimum of one (1) year. Any license denied may appeal in writing of the Board's decision.

5. Signature and Acknowledgement: License is limited to less than \$25,000; cannot use term "Contractor"; license cannot be used or transferred to any person/ family member; must obtain permits for inspections. Social Security # required (All applicants must attach and complete page 5)

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

**NOTE: Social Security Number is required under the authority of 42 USC 666 and will not be a part of public record.

Check-List

- 1. Enclose Fee: \$50.00 - New Application; or \$80.00 - Reinstatement of Expired License (Application fee is nonrefundable). Attach fee to page 3; include page 5 relative to citizenship status pursuant "Eligibility Verification for Entitlements Act". Fee paid by check or money order, made payable to "State of TN - LLE" and mail to the Board's address listed above, or Apply Online! http://core.tn.gov/ May complete online application for initial; scan exam scores, photo-ID, disclosures, etc.
2. Attach Tennessee "LLE" exam score from PSI Exams Services, LLC (see attached for more exam information); or - Reinstatement w/Exam waiver requests must complete pages 8 - 10, and requires full "Board Review" for approval (see #4 below)
3. Attach a copy of your government-issued Photo ID (such as driver's license or passport). It is considered "incomplete" if received without and will delay issuance. When applying online, scan and attach to online application.
4. Board Review - Requests for Reinstatement's for exam to be waived; OR those who checked "Yes" for complaint history or felony conviction (questions 3 and 4), etc., as these require full Board approval. Must turn in your complete application with applicable pages 8-11 and due by the last day of the month prior to the Board meeting. An interview may be scheduled. See "Public Meetings Calendar" for dates of Board meetings.



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
REGULATORY BOARDS DIVISION
500 JAMES ROBERTSON PARKWAY
DAVY CROCKETT TOWER
NASHVILLE, TENNESSEE 37243

Eligibility Verification for Entitlements Act Attestation Instructions

INSTRUCTIONS: If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee's Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled "Applicant's Signature," printing your name on the line labeled "Printed Name" and putting the current date on the line labeled "Date."

AND

Do one (1) of the following:

2. If you are claiming United States citizenship, present one (1) of the forms of identification provided for in Part B below. **If you provided your Social Security Number as part of your application for licensure, registration, certificate or other benefit, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.**
3. If you are claiming qualified alien status, present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program, as provided in Part C below.
4. If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least one (1) such document that shall then be verified through the SAVE program.
or
5. If you are claiming you are foreign national not physically present in the United States, contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

Eligibility Verification for Entitlements Act Attestation

Part A. Eligibility Verification for Entitlements Act Attestation

I hereby attest under penalty of perjury that I am (select one):

- _____ A United States citizen;
- _____ A qualified alien as defined in Tenn. Code Ann. § 4-58-102;1
- _____ A foreign national not physically present in the United States. Further, I understand that should I ever become physically present in the United States while I hold this license, registration, certification or other benefit I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.

Applicant's Signature

Printed Name

Date

Submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification or other benefit issued to the applicant. A person who willfully makes a false, fictitious or fraudulent statement or representation of United States citizenship may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, T.C.A. §§ 4-18-101, *et seq.*

1 Qualified alien means "A qualified alien as defined by 8 U.S.C. § 1641(b)" or "An alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a)." Pursuant to those statutes, this includes, but is not necessarily limited to:

- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.];
- An alien who is granted asylum under section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];
- A refugee who is admitted to the United States under section 207 of the Immigration and Nationality Act [8 U.S.C.A. § 1157];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least 1 year;
- An alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104-208) or section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104-208);
- An alien who is granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1, 1980;
- An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980);
- A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. §§ 1101, *et seq.*];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for less than one year.

Eligibility Verification for Entitlements Act Additional Required Documentation

Part B. If you are claiming United States citizenship, you must present one (1) of the following:

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver license or photo identification license from another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the Department of Safety;
- An official birth certificate issued by a state, jurisdiction or territory of the United States, including Puerto Rico, United States Virgin Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided that Puerto Rican birth certificates issued before July 1, 2010, shall **not** be recognized;
- A United States government-issued certified birth certificate;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 or N578);
- A United States citizen identification card (I-197, I-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- **A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).**

Part C. If you are claiming qualified alien status, you must present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program. Such forms of identification may include:

- I-327 (Reentry Permit);
- I-551 (Permanent Resident Card);
- I-571 (Refugee Travel Document);
- I-766 (Employment Authorization Card);
- Certificate of Citizenship;
- Naturalization Certificate;
- Machine Readable Immigrant Visa (with Temporary I-551 Language);
- Temporary I-551 Stamp (on passport or I-94);
- Unexpired Foreign Passport;
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status);
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status);
- Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.

Part E. If you are claiming that you are a foreign national not physically present in the United States, please contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

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. Exam information may be printed from the website as follows:

- PSI's Main Website - <https://candidate.psiexams.com/index.jsp>
- Candidate Information Bulletin website link for LLE – https://candidate.psiexams.com/bulletin/display_bulletin.jsp?ro=yes&actionname=83&bulletinid=198&bulletinurl=.pdf
- Electrical Installation Rules – Code Adoption - <http://publications.tnsosfiles.com/rules/0780/0780-02/0780-02-01.20180319.pdf>

Exam Cost: \$57.00 / 40 Questions / Time Limit: 130 minutes / Open Book / Passing Score: 72.5% (29 items)

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 (as of August, 2016):**

- *NFPA 70 - National Electrical Code*, 2011, National Fire Protection Association (NFPA), (800) 344-3555, <https://www.nfpa.org/>
- *National Electrical Code (NEC) Handbook*, 2011, National Fire Protection Association (NFPA), (800) 344-3555, <https://www.nfpa.org/>
- *NFPA 70E - Handbook for Electrical Safety in the Workplace*, 2012, National Fire Protection Association (NFPA), (800) 344-3555, <https://www.nfpa.org/>
- *Code of Federal Regulations - 29 CFR Part 1926 (OSHA)*, with latest available amendments, U.S. Government Printing Office, (866) 512-1800 OR https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926
OR
Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, 866-589-3088, <https://candidate.psiexams.com/> (See order form at the end of the Candidate Information Bulletin.)
- *Ugly's Electrical References*, George V. Hart, 2008, 2011, or 2014, Jones and Bartlett, (800) 832-0034, <http://www.uglys.net/>

***Note:** The Tennessee Division of Fire Prevention periodically adopts the electrical installation codes through rulemaking. Effective October 1, 2018, the 2017 NEC was adopted. PSI will allow use of newer editions; however, you may want to check for the one used to develop the exam in the "[Candidate Information Bulletin](#)" and for any other newer references.

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 into the book. Any candidate caught writing in the references during the examination will be reported to the Board. References may be tabbed/indexed with permanent tabs only.; no temporary tabs, such as Post-It notes. Candidates will NOT be permitted to remove from the examination room ANY material that has been written on. (This would include books).

This information is an excerpt from the <https://candidate.psiexams.com/index.jsp> and should check for more current and a complete list of testing information, including items allowed in exam area, highlighting and writing in reference books.

- **New Initial Applicant - Exam Scores Must be Attached** (Do not complete 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 pages 9 - 10)
- **Felony Conviction – Complete list of experience and provide reference** (complete pages 9 – 11)
- **Complaint History – Complete list of experience and provide reference** (complete pages 9 – 11)

REINSTATEMENT OF EXPIRED LICENSE

If this is a “**Reinstatement**” of a license expired more than three (3) months/90 days; and if you have **not** passed the **LLE exam**, you may request **waiver of the LLE exam** by completing and supplying the attached forms (pages 8 - 10) with your application 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, however, if additional information is needed, an interview may be scheduled. Please make sure your application is turned in timely and complete to be reviewed at the next regularly scheduled meeting. The due date for ones requiring full Board review is the last day of the month prior to the Board meeting.

OTHER

For those with a felony convictions or with a complaint history (open or closed) please provide a list of experience and reference (see pages 8 –11), as well as information as required for disclosures.

Attachments

- 1) LIST OF EXPERIENCE (A)** *(page 9)*
- 2) REFERENCE (B)** *(page 10)*
- 3) DISCLOSURES (C)** *(page 11)*

To be completed only by those **requesting waiver of the LLE Exam for Reinstatement of expired license**; **OR** those convicted of a **felony OR complaint disclosures**. An interview may be needed and if so, you’ll be contacted to appear at the next meeting.

Those with passing exam scores and no convictions or complaints are not required to be reviewed by the full Board *(no need to complete disclosures pages)*.

Attachment A
List of Experience

—	Reinstatement Exam Waiver
—	Felony Conviction
—	Complaint History

An electrician applying for reinstatement of a license expired 90 days or more, may appeal the requirement to pass the LLE (Limited Licensed Electrician) exam by supplying a list of your most current experience. In addition, those with disclosures (felony, complaints, etc.), must also provide. You may supply an attachment to include all additional experience.

Please list electrical experience from past projects or employers:

1. Date: _____ Customer/Employer Name _____ \$ _____

Type of Work: _____

Job Location: _____

2. Date: _____ Customer/Employer Name _____ \$ _____

Type of Work: _____

Job Location: _____

3. Date: _____ Customer/Employer Name _____ \$ _____

Type of Work: _____

Job Location: _____

4. Date: _____ Customer/Employer Name _____ \$ _____

Type of Work: _____

Job Location: _____

Certifications/Licenses/Examinations

Please list and attach copies of any certifications, exam scores, training or licenses with local government codes or from another state. Not Available: _____

1. _____

2. _____

3. _____

Reinstatement: 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 _____

_____ - Not Applicable (New License Applicant)

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 next Board meeting to ensure received in time. In some cases, an interview may be required. For more information, please review our website at: <https://www.tn.gov/commerce/regboards/contractors/public-meeting-information.html>

Attachment B
Reference

Tennessee Board for Licensing Contractors
 Limited Licensed Electrician (LLE)
 500 James Robertson Parkway / Nashville, TN 37243-1150
 Telephone: (615) 741-8307 or (615) 253-2144 or Fax (615) 532-2868
 Website: <https://www.tn.gov/commerce/regboards/lle.html>

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

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.

- How long have you known the individual? _____
- Describe the type(s) of electrical work performed:
 ___ Residential ___ Commercial ___ Industrial ___ HVAC ___ Other- _____
- What type of equipment was installed (if any): _____

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

- Other Comments: _____

Reference Completed by:

Name: _____ Title _____

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

Telephone: (____) - ____ - _____ Email: _____

 (Signature)

 (Date)

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

Attachment C
<p style="text-align: center;">Disclosures</p> <p> <input type="checkbox"/> - Felony <input type="checkbox"/> - Judgments <input type="checkbox"/> - Discipline <input type="checkbox"/> - Complaint History </p>

DISCLOSURES - FELONY CONVICTION/JUDGMENT/DISCIPLINE/COMPLAINTS

All license applicants (new and renewal) must disclose felony convictions, history of complaints (open, closed, or dismissed), unpaid judgments, and any disciplinary action taken from any licensing or permitting agencies (state, including out-of-state, and local government).

Disclosure does **not** prevent someone from obtaining a license; however, it does require the Board to review to ensure the public is protected. If not fully disclosed, it is grounds to deny issuance of a license or open a complaint with charges to revoke should a license get issued without disclosing. The Board is responsible with protecting the safety and welfare of the public and will judge each individual case on merit, with respect to time, circumstances and seriousness. The written statement explaining details should be very clear, thorough, as to the disclosure. If too vague with unanswered issues, the Board may hold for additional information, which could further delay their decision, or cause to deny the license.

Part 1. Convicted of a Felony

If you have been convicted of a felony in any jurisdiction (Tennessee or any state), this requires disclosure and providing information regarding the felony(s) for the Board to review. The applicant must provide the following:

- 1. Written statement from you explaining conviction with the following information:**
 - i. Age at time of conviction
 - ii. Description of crime
 - iii. Activities that lead to conviction
 - iv. Improvements, changes or clean criminal history since conviction
- 2. A copy of the official charging document (court order)**
 - i. Proof of sentence, amount of time served, probation time; and disposition (final outcome)
- 3. Proof of Release from Probation** (a minimum of one year released is preferred)
- 4. Character References** (from parole officer, pastor, employer, customers, family, etc.)
 - i. [Certificate of Employability](#) - TCA § 40-29-107 – May also be provided (not required).
- 5. Background Report - [Tennessee Criminal History](#)** from *Tennessee Bureau of Investigation (TBI)
 - i. Showing a clean history timeline since release. If you have resided in this state for less than 5 years, or not a resident, include a report from *prior state of residence or the state in which you were convicted.

Part 2. Judgments/Discipline/Complaints

If you have complaints (open, closed or dismissed) with the Board; or construction related unpaid liens/judgments from court; or disciplinary action taken by another licensing or permit agency (state, out-of-state, or local government), please provide an explanation, as well as the findings or status.

- *Supply attachment with description (Judgment, Discipline or Complaint); Name of Agency or Court with their Action; Findings; and Status (closed; paid; payment plan, etc.)*

**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF FIRE PREVENTION**

Contract Inspection Services Section
500 James Robertson Parkway
Nashville, Tennessee 37243-1160
615-741-7170 / Fax: 615-253-4895

https://www.tn.gov/content/dam/tn/commerce/documents/fire_prevention/posts/Fire_Electrical_Issuing_Agents.pdf

Electrical Permitting Issue Agents (Effective, June, 2016)

City and County Issue Agents

ABC Springfield	Springfield	Robertson	615-384-9553
All Tech Insulation Inc	Clarksville	Montgomery	931-552-0200
Appalachian Electric Coop	New Market	Jefferson	865-475-2032
Athens Utilities Board	Athens	McMinn	423-745-4501
B R Supply, Inc.	Humboldt	Gibson	731-784-1895
Benton County Electric System	Camden	Benton	731-584-8251
Bolivar Hardware	Bolivar	Hardeman	731-658-3337
Border States Electric Supply of Tennessee	Clarksville	Montgomery	931-552-6580
Bradley County Planning & Inspections Dept.	Cleveland	Bradley	423-728-7106
Brigham Hardware, Inc.	Dover	Stewart	931- 232-5376
Caney Fork Electric Cooperative	McMinnville	Warren	931-473-3116
Caney Fork Electric Cooperative	Sparta	White	931-836-3945
Caney Fork Electric Cooperative	Smithville	DeKalb	615-597-5626
Caney Fork Electric Cooperative	Spencer	Van Buren	931-946-7575
Carroll County Electrical Department	Huntington	Carroll	731-986-8284
Carter County Planning & Zoning	Elizabethton	Carter	423-542-1834
Cheryl Barnes	Hendersonville	Chester	615-430-3620
Chickasaw Electric Cooperative	Somerville	Fayette	901-465-3591
City Electric Supply -Clarksville	Clarksville	Montgomery	931-896-2102
City of Alcoa Public Utilities	Alcoa	Blount	865-380-4773
City of Cleveland	Cleveland	Bradley	423-479-1913
City of Copperhill	Copperhill	Polk	423-596-5141
City of Covington	Covington	Tipton	901-476-8686
City of Dayton	Dayton	Rhea	423-775-1817
City of Dresden	Dresden	Weakley	731-364-2270
City of Fairview	Fairview	Williamson	615-387-6082
City of Lebanon	Lebanon	Wilson	615-443-2839
City of Maryville	Maryville	Blount	865-273-3457
City of Milan Department of Public Utilities	Milan	Gibson	731-686-1537
City of Portland	Portland	Sumner	615-325-6776
City of Shelbyville	Shelbyville	Bedford	931-684-2691
City of Townsend	Townsend	Blount	865-448-6886
City of Tullahoma	Tullahoma	Coffee	931-455-2648
City of White House	White House	Robertson	615-672-4350
Clinton Utilities Board	Clinton	Anderson	865-457-9232
Columbia Power and Water System	Columbia	Maury	931-388-4833
Community Prevention Coalition of Jackson County	Gainesboro	Jackson	931-267-9909
Country Farm & Home Center, LLC	Byrdstown	Pickett	931-864-3156
Crossville Cash Home Center, Inc.	Crossville	Cumberland	931-879-5823

Curtis Supply, LLC	Smithville	DeKalb	615-597-4126
David L. King	Springfield	Robertson	615-384-5464
Dickson Electric System	Dickson	Dickson	615-446-9051
Dyersburg Electric System	Dyersburg	Dyer	731-287-4600
Etowah Utilities Dept.	Etowah	McMinn	423-263-9441
Fayetteville Public Utilities	Fayetteville	Lincoln	931-433-1522
Forked Deer Electric	Halls	Lauderdale	844-333-2729
Fort Loudoun Electric Cooperative	Vonore	Monroe	877-353-2674
Freda Alsup	Christiana	Rutherford	615-405-5899
Fred's of Parsons dba Ace Hardware	Parsons	Decatur	731-847-4030
Gallatin Department of Electricity	Gallatin	Sumner	615-452-5152
Galloways Ace Hardware	Spring City	Rhea	423-365-4411
Gibson Electric Membership Corp.	Trenton	Gibson	731-855-4740
Greeneville Power and Light System	Greeneville	Greene	423-636-6249
Harriman Utility Board	Harriman	Roane	865-882-3242
Holston Electric Cooperative, Inc.	Rogersville	Hawkins	423-272-6051
Jackson Energy Authority	Jackson	Madison	731-422-7397
Jellico Electric & Water System	Jellico	Campbell	423-784-8431
Johnson City Power Board	Johnson City	Washington & Sullivan	423-952-5040
JP Shelly & Sons, Inc.	Middleton	Hardeman	731-376-8232
Kings Hardware & Furniture Co.	Jamestown	Fentress	931-879-8159
Kingston Scandlyn Lumber Co.	Kingston	Roane	865-376-5585
Knoxville Utilities Board	Knoxville	Knox	865-558-2564
Lafollette Utilities	Lafollette	Campbell	423-562-3316
Lewter's Wholesale Supply, Inc.	Pulaski	Giles	931-363-6375
McMinnville Electric System	McMinnville	Warren	931-473-3144
Meriwether Lewis Electric Cooperative	Centerville	Hickman	931-729-3558
Mountain Electric Cooperative	Mountain City	Johnson	423-727-1800
Mt. Pleasant Power System	Mt. Pleasant	Maury	931-379-3233
Newport Utilities	Newport	Cocke	423-625-2822
Olde Tyme Hardware, LLC	Counce	Hardin	731-689-3647
Overton/ Pickett 911	Livingston	Overton	931-823-8593
Paris Board Of Public Utilities	Paris	Henry	731-642-1322
Plateau Electric Cooperative	Oneida	Scott	423-569-8591
Polk County Assessor of Property	Benton	Polk	423-338-4505
Potter's Home Center of Smithville	Smithville	Dekalb	615-215-8988
Powell Valley Electric Cooperative	New Tazewell	Dekalb	423-626-5204
Putnam County Codes Dept.	Cookeville	Putnam	931-526-7256
Rexel	Kingsport	Hawkins	423-246-2900
Selmer Hardware	Selmer	McNairy	731-645-4317
Sequachee Valley Electric Cooperative	South Pittsburg	Marion	423-837-8605
Sevier County Electric System	Sevierville	Seiver	865-453-2887
Sharon M. Costa	White House	Robertson	615-504-3265
Smith County E-911	Carthage	Smith	615-735-5032
Smithville Electric System	Smithville	DeKalb	615-597-4735
Springfield Electrical & Plumbing Supply	Springfield	Robertson	615-384-0485
Springfield Utilities	Springfield	Robertson	615-384-6770
Stokes Electric Company	Crossville	Cumberland	931-484-5195
Sweetwater Utilities Board	Sweetwater	McMinn	423-337-5081
Tallman Company of Pulaski	Pulaski	Tallman	931-363-2200

Tennessee Valley Electric Cooperative	Waynesboro	Wayne	731-925-4916
Tennessee Valley Electric Cooperative	Savannah	Hardin	731-925-4916
Trenton Light & Water Dept	Trenton	Gibson	731-855-1561
Tri-County Electric Membership Corporation	Lafayette	Macon	615-666-2111
Tri-County Electric Membership Corporation	Celina	Clay	931-243-3133
Tri-County Electric Membership Corporation	Hartsville	Trousdale	615-374-2986
Tri-County Electric Membership Corporation	Westmoreland	Sumner	615-644-2221
Union City Electric System	Union City	Obion	731-885-9212
Volunteer Energy Cooperative	Monterey	Putnam	931-839-2217
Wades Ace Hardware	Decatur	Decatur	423-334-5756
Weakley County Municipal Electric System	Martin	Weakley	731-587-9521
Wholesale Supply Group	Athens	McMinn	423-745-4602
Wholesale Supply Group	Crossville	Cumberland	931-484-7593
Wholesale Supply Group	Harriman	Morgan & Roane	865-376-2352
Wholesale Supply Group	Kingsport	Hawkins & Sullivan	423-392-4801
Williamson County Government	Franklin	Williamson	615-790-5700
Winchester Utilities	Winchester	Franklin	931-967-2238

Permits by Local Government (LLE NOT Accepted)

Many municipalities have their own license requirements and **do NOT accept the LLE**. You would need to check with each municipality and their contact information is available at: https://www.tn.gov/content/dam/tn/commerce/documents/fire_prevention/posts/FireElectricalExemptJurisdictions.pdf

The following exempt jurisdictions **do NOT accept the LLE** state license. Electricians would need to adhere to local government’s licensing requirements (journeyman, master, etc.); or obtain a statewide electrical contractor’s license with a CE classification in order to obtain permits for inspections:

- | | |
|-----------------|---------------------------------------------|
| Athens | Kingsport |
| Bartlett | Knoxville |
| Bristol | Lakesite |
| Chattanooga | Lookout Mountain |
| Clarksville | Maryville |
| Collegedale | Memphis/Shelby County |
| Collierville | Morristown |
| Cookeville | Mt. Juliet |
| East Ridge | Murfreesboro |
| Elizabethton | Nashville |
| Franklin | Oak Ridge |
| Hamilton County | Signal Mountain |
| Humboldt | Soddy Daisy |
| Jackson | Watauga (State Inspectors make inspections) |
| Johnson City | |

An updated list of jurisdictions **exempt from the LLE** license, may be obtained from the Division of Fire Protection’s website or check with the county/city for the most recent changes at: http://www.mtas.tennessee.edu/code_enforcement

GENERAL INFORMATION

Workers' Compensation (WC) Insurance *(not required for state licensing)*

Proof of insurance is **not** required to be supplied with your state Limited Licensed Electrician (LLE) application. Information is provided to make you aware that it is required in order to be legal if you have one or more employees. Local government may require before issuing a permit:

<https://www.tn.gov/content/tn/workforce/injuries-at-work/employers/employers/who-must-carry-insurance.html>

WC Exemption Registration for Employers *(not required for state licensing)*

For your information, Electricians who are the owner of the business/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:

<https://tnbear.tn.gov/WC/ExemptionRegInstr.aspx>

Employees Paid as Independent Contractors

For your information, an employer may be in violation if their employees are being paid as an independent contractors (subcontractors). For more information or to report violations of employee misclassification, go to: <https://www.tn.gov/workforce/topic/emeeef>

Business Tax Licenses

In addition to state and local codes licenses, a local "Business" license may be required by the city and/or county, and may be obtained online at: <https://apps.tn.gov/bizreq/>

Department of Economic and Community Development – Small Business Info

<https://www.tn.gov/ecd/small-business/bero-home.html>

State Codes

Check with the Division of Fire Prevention for the state's adopted codes for electrical installations at: <https://www.tn.gov/commerce/fire/codes-enforcement.html> and also check with local government.

Laws, Rules and Regulations

The statute may be reviewed from the following websites:

LLE Law (Excerpts from Contractor's License Law)

<https://www.tn.gov/commerce/regboards/contractors/rules-and-laws.html>

LLE Rules and Regulations

<http://publications.tnsosfiles.com/rules/0680/0680-03.pdf>

Electrical and HVAC Installations (Division of Fire Prevention)

<http://publications.tnsosfiles.com/rules/0780/0780-02/0780-02-01.20180319.pdf>

LexisNexis Publishing (All Laws)

<http://www.lexisnexis.com/hottopics/tncode/>