

ST. MARY'S COUNTY GOVERNMENT
BOARD OF ELECTRICAL EXAMINERS

Don Haskin, Chairman
Danny Johnson, Secretary



Francis Jack Russell, President
Lawrence D. Jarboe, Commissioner
Cynthia L. Jones, Commissioner
Todd B. Morgan, Commissioner
Daniel L. Morris, Commissioner

St. Mary's County Low Voltage License Holder:

REMINDER:

- 1) **NEVER allow your license to be used as a front by another person.** This could result in your license being suspended or revoked. This will also be reported to the State Board of Master Electricians and all jurisdictions under the State Board.
- 2) If the employees listed on your application change, you are required to notify the Board within 14 days. You are required to send us the new employee's names or the names of the employee who you no longer employ. If you require new employee cards, please notify the Board and we will supply additional cards.
- 3) Any change of information listed on your license application (change of address or change of T/A) shall be reported to the Board within 14 days. Please send a new copy of the license you are reciprocating from with the changes on that license as well.
- 4) **Keep your insurance up to date.** Have your insurance company email, mail, or fax the Board a copy of your general liability insurance before the expiration date, **LISTING YOUR NAME AND LICENSE NUMBER ON THE CERTIFICATE.** If your St. Mary's County license does not list a T/A, but your insurance company shows only the name of a company, this could result in your license being inadvertently shelved. Please ensure these match.
- 5) **If the insurance we have on file for you expires, your license will be placed on a "Shelved" status.** Your license will not be re-instated until a new certificate and a re-instatement fee of \$25.00 is received (checks made payable to "Commissioners of St. Mary's County"). Once the check is received it will be processed by the Board and your license will be re-instated. This process may take up to 30 days to complete. Please remember it is **"Your Responsibility"** to ensure your general liability insurance certificates reach the Board in a timely manner. The certificates can be mailed or faxed to the Board.
- 6) Any correspondence to the Board shall be in writing, either by email or standard mail. Our mailing address is: St. Mary's County Board of Electrical Examiners, PO Box 653, Leonardtown, MD 20650. The fax number is: 301-475-4672.
- 7) The Board meets the first Tuesday of each month at 7:30 pm in the Governmental Center's Carter Building, second floor conference room.

Thank you,
James D. Johnson Jr.
Secretary
St. Mary's County Board of Electrical Examiners
electric.examiners@stmarysmd.com