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It has been proven that by studying for the examination, you can increase your score.
The International Association of Electrical Inspectors’ mission has always been about safety. This single mission: “To keep family and friends safe from the savage bite of electricity” is the foundation of all of the association’s activities. As the various methods of fulfilling this mission have evolved, the character of the association has grown to that of a brotherhood with a serious business commitment. Through that growth has emerged three streams: service, publishing, and education. Each stream is focused on helping IAEI members fulfill the mission in the quickest, most effective way possible.

Education occurs continuously on several levels: training beginning inspectors, training residential inspectors, and training master inspectors. IAEI emphasizes producing qualified inspectors who are certified to a nationally recognized certification process. Hundreds of hours are invested in preparing seminar programs. Detailed drawings that explicitly demonstrate concepts or procedures are created. Innumerable requests for code interpretations are fielded on a daily basis.

Publishing has proven to be the most effective method of spreading information. From the bimonthly magazine that offers timely and significant articles that have direct relevance to the members to various textbooks, electronic media, and the website, highly trained and dedicated staff and contributors invest thousands of hours collecting material, writing, editing, and producing quality materials that promote electrical safety.

Service is about more than facilitating membership needs. It is about researching solutions to dangerous situations observed by inspectors during their field inspections. It is about being alert to each new development that would add to the safety of the public. It is about studying and memorizing the standards so that we can make fair and impartial judgments. It is about forty members each spending hundreds of hours serving on code making panels, reading code proposals and drafting responses to those proposals. It is about individual members investing valuable personal time in teaching, planning meetings, answering questions, and helping each other succeed.

For over 83 years, IAEI has quietly done its job. Because of the diligence of thousands of trained electrical inspectors, the world is a safer place and electricity is somewhat tamed.
ABOUT THE CERTIFICATION PROGRAM

The need for an IAEI Certification Program was identified by local entities, state agencies, and national organizations. Their recommendation was that IAEI develop state of the art certification programs based on knowledge and the practical application of the National Electrical Code® (NEC).

In response to these industry needs, IAEI has undertaken the responsibility for designing valid and reliable Residential and Master Electrical Inspector Certification Programs and ensuring these programs are accessible to all electrical inspectors.

The benefits of the program include the following:

- Certification by one of the most recognized international organizations in the electrical inspector industry
- Listing in the IAEI certified electrical inspector registry
- Compelling evidence demonstrating your professional accomplishment
- Name published in IAEI News
- Expertise recognized across the country
- Lapel pin, certificate, and wallet card

Benefits to the organization you work with:

- Ability to incorporate a nationally recognized system into the inspector qualification process
- Quality control through professional credentials
- Improved electrical safety, potentially reducing liability
- Reduced expenditures on maintaining or developing local certification programs
- Opportunity to recognize the professional accomplishments of staff or vendors
- Productivity improvements through increased efficiency

It is the mission of IAEI’s certification program to promote professionalism within the electrical inspector field-of-practice through a widely accepted, recognized, respected and practical Certified Electrical Inspector Program.

The goals of this certification program are to:

- Promote electrical safety
- Enhance professionalism within the electrical inspector community
- Ensure a uniform, fair process for certification that is accessible to everyone
- Ensure proficiency in the use of codes and standards
- Facilitate success for those seeking certification
- Implement a program designed for use by regulatory bodies
- Promote professional development through continuous learning
- Recognize and provide evidence of competence as related to the National Electrical Code, NFPA Electrical Inspection Manual, and the current edition of the UL Guide Information for Electrical Equipment (White Book)

Testing agency

Prov and ExamRoom.AI services are the professional testing agencies under contract with IAEI to assist in the development, administration, scoring and analysis of its Certified Electrical Inspector-Residential and Master Programs.

Statement of Nondiscrimination

IAEI, Prov, and ExamRoom.AI do not discriminate among candidates on the basis of age, gender, race, color, religion, national origin, disability or marital status.
Eligibility Requirements for the Electrical Inspector Certification Programs

**Residential Electrical Inspector**

High School Diploma or GED plus:

- Completion of registered electrical apprenticeship training program, or
- Associate degree in electrical construction technology (or equivalent), or
- Journeyman electrician (or equivalent) or master electrician, or
- BS in electrical engineering or PE in electrical engineering, or
- 4,000 hours as an electrician, or
- 2,000 hours as an electrical inspector

**Master Electrical Inspector**

The program eligibility requirements are the same as Residential Inspector Program with exception of the following changes:

- 8,000 hours as an electrician, or
- 4,000 hours as an electrical inspector

**Note:** It is recommended that the applicant already be employed as an electrical inspector in order to complete the Practicum Phase (see page 17).

Examination Administration

Examinations are delivered via computer. You have the option to choose a Prov contracted testing center from a list comprising of approximately 250 locations throughout the United States. If there is not a testing center available in your area or you prefer to test remotely, we offer remote online proctoring of the exam via ExamRoom.AI.

- **Prov Testing Center:** Exams are administered by appointment only Monday–Friday. Some locations may offer Saturday testing based on availability. Available dates will be indicated when scheduling your examination. Appointment times vary based on location and availability. Candidates are scheduled on a first-come, first-served basis. Examinations are not offered on major holidays. Please check with the call center agent or online for availability.

- **ExamRoom.AI:** Exams are administered by appointment only 24/7. Available dates will be indicated when scheduling your examination. Appointment times vary based on availability of preferred day and time. Examinations will not be administered on:
  - New Year’s Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Friday after Thanksgiving
  - Christmas Eve
  - Christmas Day

**Application Fees**

Candidates must submit the appropriate fee with the complete examination application. Payment may be made by credit card (Visa, MasterCard, American Express, Diners Club, or Discover), cashier’s check, money order, or personal check made payable to IAEI.

- CEI – Residential Application Fee – $275; $325 non-member
- CEI – Master Application Fee – $275; $325 non-member
- CEI – Master and Residential Application Fee – $550; $650 non-member

**Annual Program Fee**

Certificate holders are assessed an annual program fee of $60 (members) or $85 (non-members), which includes the recertification process. Certificate holders are notified annually by mail when their annual program fee is due.

**The Application Process**

The candidate completes and submits a paper application and appropriate fee when the eligibility requirements are
satisfied. IAEI reserves the right to verify information supplied by or on behalf of a candidate. Any misrepresentation of information shall be considered grounds for prohibition from testing or revocation of certification. An application is considered complete only if all information requested is complete, legible and accurate; if the candidate is eligible for the examination; and if the appropriate fee accompanies the application.

Applications that are incomplete will be returned, with any fee submitted, minus a $50 processing fee.

Once the application is processed, a letter of authorization to take the examination is sent to the candidate within four weeks. The letter of authorization to take the examination is valid for 90 days. A candidate who fails to schedule an appointment for examination within the 90-day period forfeits the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for the examination.

To Schedule an Examination
After eligibility requirements are approved by IAEI and you have received written confirmation from IAEI, there are two ways to schedule an appointment for the Certified Electrical Inspector Examinations.

Site proctored and remote online proctored exams must be scheduled 72 hours in advance of preferred day and time for the examination.

- **Scheduling Online:** You may schedule online 24/7 via the link in your Approval Letter or by visiting http://www.provexam.com/schedule.
  - You will enter your Candidate ID (provided in your Approval Letter), and Last Name.
  - On the welcome screen, you will then select “Find Suitable Time and Venue.”
  - You will then be presented with a list of all possible testing sites. At the top of the list of sites is the ExamRoom virtual site, followed by all of the in-person testing sites.
  - You will choose the site where you want to test by selecting the Scheduled Link underneath each site. You will then select the date/time when you wish to take the test.
  - Follow the on-screen prompts to confirm the scheduling process.
  - You will receive an email confirming the test appointment.

- **Scheduling by Phone:** Please call Prov/ExamRoom.AI at (866) 720-PROV (7768) or (386) 518-6889 to schedule an examination via phone. Call center agents are available Monday – Friday, 8:00 a.m. to 5:00 p.m. (Eastern Time). You will be asked to provide your name, best method of contact, Candidate ID and address to locate the nearest testing center or to schedule for remote online proctoring. If a testing center is not available in your area, you will be scheduled to take your examination via ExamRoom.AI.

Test Center Locations
Prov contracted testing centers will display when entering your location into the scheduler site. For a complete list of Prov contracted testing facilities, please contact us at info@provnow.com or by phone at (866) 720-PROV (7768) or (386) 518-6889.

Special Accommodations for Candidates with Disabilities
IAEI, Prov, and ExamRoom.AI comply with the Americans with Disabilities Act and strive to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. Prov and ExamRoom.AI will provide reasonable accommodations for candidates with disabilities.

Wheelchair access is available at all established test
centers. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements. To request special accommodations, complete the Request for Special Examination Accommodations form included in this handbook and submit it with your application and fee at least 45 business days prior to your desired testing date. Please inform Prov or ExamRoom.AI of your need for special accommodations when scheduling your examination.

Examination Appointment Changes
You may reschedule an examination appointment, at no charge, by calling Prov or ExamRoom.AI at (866) 720-PROV (7768) or (386) 518-6889 at least 48-hours prior to the scheduled day and time. Failure to do so will result in forfeiting your application fee.

Candidates will also forfeit their application fee for failure to report for their scheduled day and time (“no show”). Candidates who are more than 30 minutes late for their exam will be considered a “no show” unless they have contacted the testing center or ExamRoom.AI to make arrangements.

Retake Examination
You are allowed an additional 45 days from the date you are notified by IAEI of your examination results if you need to retake the exam. The retake fee is $125 (members) or $150 (non-members).

Examination Content
Residential. The three-hour, open-book, 90 scored items CEI-R computer-based examination is designed to evaluate the applicant’s electrical inspection principles, knowledge, and code application skills at the level of Residential Electrical Inspector (as defined in the NFPA Electrical Inspection Manual).

Each item on the examinations is categorized by a cognitive level that a candidate would likely use to respond. These categories are:

1. **Recall**: The ability to recall or recognize specific information is required.

2. **Application**: The ability to comprehend, relate or apply knowledge to new or changing situations is required.

3. **Analysis**: The ability to analyze and synthesize information, determine solutions and/or to evaluate the usefulness of a solution is required.

Find the detailed content outline chart on the following page
# Certified Electrical Inspector
## Detailed Content Outline

<table>
<thead>
<tr>
<th>I. General Requirements</th>
<th>Master</th>
<th>Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. General Requirements</td>
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<td>4 6 0 10</td>
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<th>Residential</th>
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<td>B. Boxes and Conduit Bodies</td>
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<td>1 2 0 3</td>
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<tr>
<td>C. Cabinets and Cutout Boxes</td>
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<tr>
<td>D. Switches and Receptacles</td>
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<th>Residential</th>
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<td>A. Services</td>
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<tr>
<td>B. Feeders</td>
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<tr>
<td>C. Branch Circuits</td>
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<th>IV. Grounding and Bonding</th>
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<td>B. Equipment Grounding and Bonding</td>
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<th>V. Dwelling Units</th>
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<td>B. Residential Service, Feeders, and Grounding Inspections</td>
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<td>C. Residential Finish Inspections</td>
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<th>VI. Commercial and Industrial</th>
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<td>B. Air-conditioning and Refrigerating Equipment</td>
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<td>C. Transformers</td>
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<td>D. Phase Converters</td>
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<td>E. Capacitors</td>
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<td>F. Storage Batteries</td>
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<td>G. Equipment Over 1000 Volts, Nominal</td>
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Table 1. Detailed content outline
### Table 3. Detailed content outline continued

<table>
<thead>
<tr>
<th>RE = Recall</th>
<th>AP = Application</th>
<th>AN = Analysis</th>
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<td>X. Emergency and Standby Systems</td>
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<td>C. Optical Fiber Cables, Raceways, and Communication Systems</td>
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<td>D. Community Angenna Television, Radio Distribution, and Network-Powered Broadband Communication Systems</td>
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PREPARING FOR THE EXAM

Electrical inspector certification program study guides — Electrical General, One- and Two-Family, and Plan Review — are available for purchase from IAEI.

The references needed to prepare for the examination are:
1. NFPA Electrical Inspection Manual with Checklists.

Your primary objective in preparing for the examination is to pass. Other objectives such as learning new material and reviewing old material are critical toward this objective. Begin your study by developing your strategy for success.

A good study strategy includes preparation. To prepare, determine first what you need to learn, choose your study materials, and select a quiet, comfortable place that allows you to focus. Before you begin, check to make sure you have everything you need. Try to avoid interruptions for any reason.

Developing a study plan will allow you to learn the most as you study. Include setting goals in your study plan. Review what you have studied as often as possible. The more you review, the more you will retain.

When you begin studying, learn the layout of the standards that will be used as reference material during the examination. While it is not necessary to memorize the specific requirements contained in the codes and standards, it is important to know what information is covered by the documents and how to quickly locate information in them. Look for tables that summarize requirements; these could save you valuable time during the written examination.

Once you have access to, or have obtained, all the resource materials necessary for study, you should focus on learning the layout of your resource materials. Each NEC document is divided into similar parts, beginning with administration and definitions, followed by the specific requirements in the code. The better you understand the layout of the resources, the easier it will be to find answers to questions during the examination.

Develop an understanding of the general content of each resource. With an understanding of the resource, it will be easier to determine the applicable document for answers to questions during the written examination.

The better you understand the layout, and general content of each resource, the quicker you will be able to find information. It is extremely important that you pace yourself during the written examination. This is one reason why review of materials is so important.

SAMPLE EXAMINATION QUESTIONS

Following are sample residential and master inspector questions in the same style and similar content as will be on your examination. Use the sample questions to verify your understanding of the topics in the examination. Answers are provided in Table 4.

Residential Sample Questions
1. The interrupting rating of a circuit breaker is marked in which of the following?
   A. Volts
   B. Watts
   C. Volt-amperes
   D. Amperes

2. Which of the following is true about a surface-mounted cabinet that is installed in a wet location?
   A. There shall be at least a 3 mm (1/8 in.) air-space between the cabinet and the wall on which it is mounted.
   B. Nonmetallic enclosures shall be permitted to be installed without an air space on a nonmetallic wall.
   C. A metallic cutout box shall be insulated against accidental contact.
   D. Both metallic and nonmetallic enclosures shall be weatherproof.

3. Which of the following wiring methods is NOT per-
mitted for use as the wiring method for a service?
   A. liquidtight flexible metal conduit 2.5 m (8 ft) long
   B. rigid nonmetallic conduit 3.0 m (10 ft) long
   C. a wireway 3.0 m (10 ft) long
   D. a busway 7.5 m (25 ft) long

4. An effectively grounded metal water pipe is used as the
grounding electrode for a single family dwelling. What
is the minimum size supply-side bonding jumper around
insulated joints at a water softener if the service-entrance
conductors are sized at 4/0 AWG copper?
   A. 4 AWG copper
   B. 2 AWG copper
   C. 1/0 AWG copper
   D. 2/0 AWG copper

5. A kitchen island counter space 550 mm (22 in.) by 450
mm (18 in.) requires how many receptacle outlets?
   A. 0
   B. 1
   C. one at each end
   D. one at each side

6. For a Class 1 circuit, what is the maximum rating per-
mitted for overcurrent protection for a 16 AWG conductor?
   A. 18 amperes
   B. 14 amperes
   C. 12 amperes
   D. 10 amperes

7. For a 125-volt, 15-ampere duplex receptacle, the electri-
cal terminals are often distinguishable by different colored
connection terminals. Which conductor must be connect-
ed to the white or silver colored receptacle terminal?
   A. grounding conductor
   B. grounded conductor
   C. ungrounded conductor
   D. equipment grounding conductor

8. The storage batteries of a solar photovoltaic system for a
dwelling have live parts that are accessible. The cells of the
batteries shall be connected so as to operate at a voltage of?
   A. 25 volts, nominal, or less.
   B. 30 volts, nominal, or less.
   C. 40 volts, nominal, or less.
   D. 50 volts, nominal, or less.

9. A fountain that has water common to a pool shall
comply with all the provisions for
   A. permanently installed swimming pools.
   B. pools.
   C. fountains only if no lighting is installed in the
      fountain.
   D. fountains only if no lighting is installed in the
      pool.

10. A transfer switch for an optional standby power sys-
tem in a dwelling unit shall be
    A. identified for standby use.
    B. suitable for the intended use.
    C. electrically operated and mechanically held.
    D. rated for continuous use.

Master Sample Questions
1. A water pipe is installed 2.0 m (6 ft 6 in.) over the top
   of a switchboard. This installation is permitted
   A. if protection from leaks is provided for the
      switchboard.
   B. if the pipe is continuous and has no fittings
      above switchgear.
   C. only by special permission of the AHJ.
   D. only in existing installations.

2. Conductors are feeding through a fusible safety switch
   enclosure that has adequate space for this provided pur-
   pose. Assuming there are no splices on taps, what is the
   maximum fill at any cross section for a 75 mm (3 in.) x
   100 mm (4 in.) wiring space within the enclosures?
   A. 4.8 square inches
   B. 6.0 square inches
   C. 7.2 square inches
   D. 9.0 square inches

3. A service is installed where equipment ground fault
protection is required. Which of the following is true about testing of the system?
A. Testing is not required.
B. Testing is not required if installed by qualified persons.
C. Testing is required within 30 days of operation.
D. Testing is required before putting it into operation.

4. A 1000-ampere service is supplied with (3), 400 kcmil copper THWN conductors per phase. The metal water piping system for the building is not effectively grounded. What is the minimum size copper bonding conductor required for bonding the metal water piping system?
A. 1/0 AWG
B. 2/0 AWG
C. 3/0 AWG
D. 400 kcmil

5. Overhead service conductors must have certain clearances from windows, decks, porches, etc. Which of the following statements are true?
A. The point of attachment can be mounted within 900 mm (3 ft) of the side of a window, which is screwed shut with tamper proof screws.
B. A through-the-roof mast can be mounted within 750 mm (2 1/2 ft) of the edge of a deck, provided the drip loop is 1.8 m (6 ft) or more above the deck surface.
C. The point of attachment can be located within 900 mm (3 ft) of a ladder, if the ladder incorporates safety brackets.
D. A point of attachment located 1.2 m (4 ft) horizontally from a second floor deck can be mounted 2.5 m (8 ft) vertically above the deck.

6. What is the minimum ampacity required for feeder conductors supplying (2)-10 hp, (2)-15 hp and (4)-30 hp three-phase, 460-volt squirrel cage motors?
A. 230 amperes
B. 240 amperes
C. 276 amperes
D. 280 amperes

7. If the auto ignition temperature of acetylene is 305° C, what is the maximum temperature (Identification Number) rating allowed for this fixture and to what ambient temperature is this referenced?
A. T1 and 30°C
B. T2 and 30°C
C. T1 and 40°C
D. T2 and 40°C

8. Which of the following is an example of an assembly occupancy?
A. shopping mall
B. auditorium
C. machine shop
D. hospital

9. A 480-volt, 3-phase, 4-wire wye service consists of two 3000-amp disconnecting means. An interactive system is operating in parallel with this service. Where is the output of the interactive system required to be connected?
A. to the load side of the service equipment
B. to the supply side of the service equipment
C. to the underground conductors of the service
D. to the ground fault system

10. Which of the following wiring methods is permitted for the control circuit wiring for a fire pump?
A. liquidtight flexible metal conduit
B. type NM cable
C. electrical metallic tubing
D. rigid nonmetallic conduit
**Sample Questions – Answer Key**

Please use this answer key to evaluate your responses. Mark on this answer key those questions you answered incorrectly and review those documents to find the correct answer when preparing for the examination.

### Residential sample question answers

<table>
<thead>
<tr>
<th>Incorrect Responses</th>
<th>Question Number</th>
<th>Answer</th>
<th>NEC Reference</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>D</td>
<td>240.83(C)</td>
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<td>2</td>
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<td>4</td>
<td>B</td>
<td>250.102(C)(1), Table 250.102(C)(1)</td>
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<td></td>
<td>5</td>
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<td>210.52(C)(2)</td>
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<td>8</td>
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<td>690.71(B)(1)</td>
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<td></td>
<td>9</td>
<td>A</td>
<td>680.50 &amp; Article 680, Part II</td>
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<td></td>
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<td>702.5</td>
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### Master sample question answers

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<th>Answer</th>
<th>NEC Reference</th>
</tr>
</thead>
<tbody>
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Table 4. Answers to sample questions
The CEI-R and CEI-M examinations are open-book, 3- and 4-hour, 90- and 120-multiple-choice questions for each examinations, respectively. Only the reference documents National Electrical Code (NFPA 70) and NFPA Electrical Inspection Manual may be used during the examination.

It is highly recommended that applicants practice for the examination using the sample examination questions included in this handbook or the IAEI Study Guides, which are available from IAEI. Candidates should become familiar with each of the referenced documents’ content and organization.

During the examination, applicants will be expected to interpret and apply code-related material in response to the examination questions. Applicants will need access to each of the referenced publications during the examination. It is the applicant’s responsibility to bring those materials that are needed to complete the examination to the test site.

ON THE DAY OF YOUR EXAM

Prov Site: Report to the testing center no later than 15 minutes prior to your scheduled testing time.

To gain admission to the testing center, you need to present a valid Government-issued ID with a current photograph. Your ID must be current and include your current name and signature. You will also be required to sign a login book for verification of identity.

Acceptable forms of ID include a valid passport, driver’s license, State identification card, or military ID.

The proctor will have candidates sign a login book and take a photo. The proctor will then take the candidate to their assigned computer and will instruct them on the login process for exam access.

ExamRoom.AI (Remote): Log in to your candidate account no later than 5 minutes before your scheduled exam. Your Username is your email and the Password is your Candidate ID that is provided in your Eligibility Letter and your ExamRoom Confirmation email. You will run your first System Check to make sure your computer is in working order.

Click “Begin Exam” and you will be asked to perform a second System Check. Once complete, you will be directed to a live On-Boarding Agent (OBA). The OBA will guide you through the process of accessing your exam. Please have your Government-issued ID ready.

TIMED EXAMINATION

When you log into the exam, there is an option to click on the “Walk Through Link.” This demo presentation will NOT be part of the examination time. Once you are ready to test, click “Start Exam” and you will be directed to the first question.

On the top of the screen, you will see your clock and time remaining. This clock is visible throughout the exam. If you exceed the allotted time (3 hours for CEI-R and 4 hours for CEI-M), your exam will end automatically, and your answers will be submitted.

Only one question will be presented at a time. You can choose the number of your correct answer by clicking 1, 2, 3, 4, etc., on your keyboard or click the correct answer with your mouse. If at any time you wish to go back to change an answer, you may use your mouse or the arrow keys on your keyboard. There is also the option to click the “Summary” icon on the right-hand side of your screen to see all your Answered, Unanswered, and Flagged questions. You can go back at any time during the course of the exam to change your answers.
To navigate through the exam questions, you can use the left (<) and the right (> ) arrow keys on your keyboard or use your mouse to click the arrow icons on the right-hand side of your screen. To navigate quickly through your exam, you can hold down the arrow key of your keyboard or use your mouse to click on hold the arrow key on your screen.

Test items (answered or unanswered) can be flagged for further review by clicking the “Flag” icon on the right-hand side of your screen. Your flagged questions are available by clicking on the “Summary” icon.

During the exam, you may leave a comment for any item by clicking on the “Comment” icon on the right-hand side of your screen. A dialogue box will pop up for you to leave your comment or concern. Comments will be reviewed after the exam is completed. Individual responses will not be provided.

When you are finished with your exam, please click “End Test.”

**RULES FOR EXAMINATION**

1. Report to your designated test center no later than 15 minutes prior to your scheduled time. For ExamRoom remote proctoring, be prepared to login 5 minutes before your scheduled time. If proctoring through ExamRoom, AI, you must be in a quiet room with no other individuals around.

2. No books, papers, dictionaries, unapproved reference materials, electronic devices, or personal items may be taken into the testing center. If using ExamRoom, the OBA will ask to scan your room. All prohibited materials and items must be removed from your testing area.

Testing sites provide locations to leave your personal belongings. IAEI and Prov are not responsible for any lost, damaged, or stolen items. It is recommended that you leave such items in your car or home.

If you are caught with prohibited materials, devices, or items, your exam will be cancelled, and you will be asked to leave, or the proctor will terminate your exam. You will forfeit your testing fees.

3. Pencils will be provided at the testing site. If proctoring remotely with ExamRoom, you will only be allowed pencils on your desk, no pens, highlighters, markers, etc.

4. Scratch paper will be provided at your testing site, which must be returned to the proctor upon completion of your exam. If proctoring remotely, the OBA will ask to confirm the paper is blank. Upon completion of your exam, the proctor will ask you to show your paper on the camera and then destroy the paper. All computer screens, questions, paper, and written materials are the property of IAEI, Prov and ExamRoom.AI and may not be reproduced in any form.

5. No questions concerning the content of the examination may be asked during the examination.
6. Eating, drinking or smoking will not be permitted in the test center or while being remotely proctored.

7. You may take one, five-minute, bathroom break for the CEI-R exam and two, five-minute bathroom breaks for the CEI-M. You will not be allowed additional time. You must notify the proctor of your break and make sure they confirm your break.

8. The supervisor or proctor may dismiss a candidate from the examination for any of the following reasons, including, but not limited to:
   - Unauthorized entry into a testing location;
   - The candidate creates a disturbance, is abusive or otherwise uncooperative;
   - The candidate gives or receives help, or is suspected of doing so during the examination;
   - The Candidate attempts to record, screenshot, or take notes of examination;
   - The candidate attempts to take the examination for someone else;
   - The candidate is observed with unauthorized notes, books, or other aids.

9. Only a silent, non-programmable calculator without alpha keys or printing capabilities is allowed in the testing room/area. On the right-hand side of the exam, there is a calculator icon available if you do not have an approved calculator on hand.

10. No cameras, notes, tape recorders, pagers, additional laptops or monitors, tablets, or smart phones are allowed in the testing site or remote testing location. Additional electronic devices are strictly prohibited and will result in the termination of your exam and forfeit of fees.

**Failing to Report for an Examination**
A candidate who fails to report for their scheduled examination forfeits the application and all fees paid to take the examination. A completed application and examination fee are required to reapply.

**FOLLOWING THE EXAM**

After completing the examination, candidates are asked to rate their ExamRoom experience, and in some sites may be asked to complete a short evaluation.

**Prov Contracted Site:** Candidates are asked to see the proctor or supervisor to receive a printout of their score report.

**ExamRoom:** Candidates will receive an email promptly after the exam indicating their score result.

Your score result will indicate a “pass” or “fail.” Score reports will not be delivered via phone or facsimile. The method used to set the minimum passing score is based on psychometric data for the examination. These ratings are averaged to determine the minimum passing score.

**If You Pass the Examination**
Once the examination is successfully completed, in 4–6 weeks you will receive a Practicum Phase Workbook that includes:
   - Detailed instructions
   - Performance checklist
   - Submission guidelines
   - Verification forms for submittal

**If You Do Not Pass the Examination**
Upon notification from IAEI, those who do not pass the examination must schedule to retake the examination within 45 days. Please follow the procedure included with the “did not pass notice,” from IAEI and submit the required application and retake fee of $125 (members) or $150 (nonmembers).

If a passing score is not achieved after the second attempt, the applicant must reapply to the program by sub-
mitting the full application fee and application. Applications cannot be updated.

SCORES CANCELED BY THE IAEI OR PROV
IAEI, Prov, and ExamRoom.AI are responsible for the integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. IAEI, Prov, and ExamRoom.AI are committed to rectifying such discrepancies as expeditiously as possible. IAEI may void examination results if, upon investigation, violation of its regulations is discovered.

CONFIDENTIALITY
Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

DUPLICATE SCORE REPORT
Candidates may purchase additional copies of their score reports at a cost of $25 per copy. Requests must be submitted to IAEI, in writing, within 12 months after the examination. The request must include the candidate’s name, Social Security number, mailing address, telephone number, date of examination and examination taken. Submit this information with the required fee payable to IAEI. Duplicate score reports will be mailed within approximately two weeks after receipt of the request and fee.

PRACTICUM PHASE

The following is an overview of the Practicum Phase. Details are shown in the residential and master electrical inspector Practicum Phase Workbooks, which are provided to certificate candidates upon the successful completion of the examination.

The Practicum Phase is designed to ensure that an individual demonstrates experience in the particular field prior to becoming certified. This phase not only ensures that you have relevant job experience, but also provides additional learning opportunities.

After passing the examination, applicants have 270 days maximum to complete the field practicum portion of the program, and submit Practicum Phase materials.

PRACTICUM FOR RESIDENTIAL ELECTRICAL INSPECTOR
Twenty (20) dwelling inspections must be conducted and reported. The applicant completes check-off items on the performance checklist, and then must have each verification form signed by a person witnessing the inspection process. Additionally, a Witness Evaluation Form is required, indicating applicant pass/fail for at least five of the following inspections, one of which must be a swimming pool.

- A total of twenty (20) residential dwellings must be inspected.
- Ten (10) may be rehabs.
- At least five (5) must include service inspections.
- At least two (2) swimming pool inspections—one (1) must be witnessed. The Swimming Pool Case Study may be substituted for this requirement.

PRACTICUM FOR MASTER ELECTRICAL INSPECTOR
Thirty (30) inspections must be conducted and reported. The applicant completes the check-off items on the per-
formance checklist, and then must have a verification form signed by a witness for each inspection. Additionally, a Witness Evaluation Form is required, indicating applicant pass/fail for at least eight inspections.

Thirty (30) inspections must include the following:
Notice: a witness (can be a supervisor, co-worker, or inspector) must supervise eight of the following inspections.

- At least five (5) one and two family dwellings. Five (5) must be witnessed inspections.
- At least one (1) must be a multi-family dwelling. One (1) must be witnessed.
- At least five (5) must be commercial or industrial inspections. One (1) must be witnessed.
- At least five (5) must include service inspections. One (1) must be witnessed.

There may be circumstances where the type of construction within a jurisdiction limits the individual’s ability to perform the required number of inspections in the specified categories. In those cases an inspection or inspections at any of the types of facilities identified below can be used for the purposes of accumulating the requisite total of 30 inspections. All inspections performed using the Optional Inspection provision are required to be witnessed.

Example:
At least:
4 one- and two-family dwellings
—All witnessed inspections
1 Manufactured home (or one other optional inspection)
—Witnessed
5

1 multi-family dwelling — witnessed
5 commercial or industrial—One (1) witnessed
5 service inspections—One (1) witnessed

Plus
14 inspections in any of the above
30 inspections—8 witnessed

Optional Inspections for Master Electrical Inspector
- Agricultural
- Marina
- Industrial
- Manufactured home

The evaluation parameters for Residential and Master Electrical Inspector are based on the standards and practices identified in:
- NFPA Electrical Inspection Manual with Checklists (Based on NFPA 70)
- National Electrical Code (NFPA 70)

After the Practicum Phase requirements have been fulfilled, the information is sent to the IAEI Certification Department for final validation.

If all is in order, and other certification program requirements are met, you will then receive your official certification by mail from IAEI.

You will receive a letter, certificate, wallet card, and pin acknowledging your credential.

**PRE-QUALIFICATION**

Individuals not employed as electrical inspectors or do not have access to do the field inspections (Practicum Phase) can become Pre-Qualified. This is not certification. Pre-qualification provides the opportunity to take the examination and, if successful, obtain a Pre-Qualification letter. This letter may be acceptable to an inspection department to hire the candidate subject to completing the practicum phase and becoming a Certified
Electrical Inspector. The 270 days allowed to complete the practicum phase would begin when IAEI is notified of employment. The pre-qualification letter expires three years from the date of the letter and the process would begin anew with a new application and fee required.

TRANSFERS

*Transfers from Other Related Certification Programs*

**Consideration for Acceptance**

Transfer applicants from other related electrical inspector certification programs are considered for acceptance into the IAEI Certification Program for Residential Inspectors and Master Electrical Inspectors.

In addition to the program eligibility requirements shown on page 5, transfer applicants must provide proof of an active certification in a related program.

Transfer participants from other related certification programs to the IAEI Certification Program for Residential and Master Electrical Inspectors are required to complete the IAEI Electrical Inspectors Certification Program Practicum Phase requirements and one of the following:

1. Complete 8 hours of an IAEI training program
   OR
2. Complete recertification requirements

**Transfer Fee**

The transfer fee is $275.00 member | $325 non-member.

Note: An additional fee is required for the IAEI training program.

Transfer participants successfully certified in the IAEI Electrical Inspector Certification Program are subject to all program requirements.

APPEALS

Candidates for the IAEI Residential Electrical Inspector or the Master Electrical Inspector Certification programs who believe they were unjustly denied eligibility for examination, certification or for recertification, allege inappropriate administration procedures, severe environmental testing conditions, or for other reason challenge results of an examination have the right to appeal. All such appeals must be filed in the office set out below within the earlier of 30 days of the examination or notice of non-certification or recertification. The fee for appeal is $100. The fee will be refunded to the candidate if the Appeals Committee resolves the appeal in favor of the candidate.

Each appeal should include a written statement of no more than five typed pages setting out the basis of the appeal, including information as specific as the candidate feels necessary why he or she is entitled to the relief requested. The Appeals Committee will consider each such written statement. The Appeals Committee is entitled to seek further information from the applicant or any other person, organization or office that it feels appropriate and review any materials that it feels appropriate to determine the appeal. The Appeals Committee will determine the appeal and respond to the candidate. Appeals will be resolved within 90 days of submission. The Appeals Committee reserves the right to waive or extend any time period set out in the procedure, or modify any process as it deems appropriate to properly determine any appeal. All steps of the appeal process will take place in writing unless otherwise determined by the Appeals Committee.

All appeals along with the $100 fee should be sent to:

IAEI Certification Department
IAEI
P. O. Box 830848
Richardson, TX 75083-0848
CEI RECERTIFICATION

Once you have been certified as a Residential or Master Electrical Inspector, recertification every three (3) years is mandatory. It is important that you begin accumulating the required points as soon as possible. You are required to track and maintain your recertification points and documentation. You will be notified when to submit your documentation.

All recertification activities must be clearly related to the electrical inspector field of practice.

If college courses are declared for training hours, the same course cannot be taken twice within the three-year period and credit hours must be converted to actual contact hours.

### IAEI Recertification Chart

In order to maintain currency and relevancy in the Electrical Inspector field of practice, certificate holders are required to submit a minimum of sixty (60) points of documented professional development for recertification. The 60 points must be submitted during the 3-year recertification cycle and must be related to the specified electrical inspector classification.

<table>
<thead>
<tr>
<th>PROFESSIONAL DEVELOPMENT CATEGORY</th>
<th>POINT ALLOTMENT</th>
<th>MINIMUM POINTS</th>
<th>MAXIMUM POINTS</th>
<th>REQUIRED DOCUMENTATION</th>
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<tr>
<td>Professional Practice of Certificate Holder</td>
<td>1 pt. per inspection or plan review</td>
<td>0</td>
<td>30</td>
<td>Letter from employer/supervisor*</td>
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<tr>
<td>IAEI Membership of Certificate Holder</td>
<td>1 pt. per association membership per year</td>
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<td>Copy of membership during recertification period</td>
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<td>Instructing or Lecturing by Certificate Holder</td>
<td>2 pts. per contact hour</td>
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<td>48</td>
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<tr>
<td>Publication by Certificate Holder</td>
<td>5 pts. per article</td>
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<td>10</td>
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<tr>
<td></td>
<td>10 pts. per book</td>
<td>0</td>
<td>20</td>
<td>Copy of title page identifying author</td>
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</tbody>
</table>

**A MINIMUM OF 12 POINTS IS REQUIRED IN THE FOLLOWING CATEGORY**

| Training received by Certificate Holder | 1 pt. per contact hour | 12 | 60 | Certificate copy, letter from presenter, or description of training with letter from supervisor |

*DOCUMENTATION
Reasonable proof of attendance/participation in the described categories will be accepted. Reasonable includes copies of agendas, rosters, or other descriptive program materials which have been signed and dated by the presenter/sponsor indicating the certificate holder’s attendance. The certificate holder is required to sign these descriptive materials as an attestation of their attendance.
IAEI Electrical Inspector Certification Program
Application and Examination Registration Form

Last Name ___________________________ First Name ___________________________ Middle ___________________________ Date ___________________________

Mailing Address (Street or P.O. Box) ________________________________________________________________

City ___________________________ State ___________________________ ZIP/Postal code ___________________________

(       )    (       )    (       ) Daytime Phone Number    Evening Phone Number    Fax number ___________________________

E-mail Address ___________________________

Birthdate ___________________________ Social Security # ___________________________

IAEI Membership # ___________________________

Other: □ Organization ___________________________ Membership # ___________________________

EXAMINATION / TRANSFER / RETEST APPLICATION (PLEASE CHECK)

NEW Master & Residential Examination $275 (member) / $325 (non-member) 
TRANSFER Master & Residential $275 (member) / $325 (non-member) 
RETEST Master & Residential Examination $125 (member) / $150 (non-member)

□ Master □ Transfer Master □ Retest Master □

□ Residential □ Transfer Residential □ Retest Residential □

□ Master and Residential

PAYMENT TYPE:

Check (Payable to IAEI) □ Money Order □ Credit Card □

Name on Credit Card ___________________________ Total Fees Enclosed/to be Charged ___________________________

Credit Card Number ___________________________ Exp. Date ___________________________ Signature ___________________________

LICENSE AND/OR REGISTRATION HELD

<table>
<thead>
<tr>
<th>License Type</th>
<th>License #</th>
<th>Date Issued</th>
<th>State</th>
<th>License Limitations (Limited, Unlimited, etc.)</th>
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</thead>
<tbody>
<tr>
<td>Architect</td>
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<tr>
<td>Engineer</td>
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<tr>
<td>Electrical Contractor</td>
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<tr>
<td>Electrical Inspector</td>
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</table>

EDUCATION

<table>
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<tr>
<th>Name &amp; Location of School</th>
<th>Dates Attended – from/to mo/yr - mo/yr</th>
<th>Years Completed</th>
<th>Diploma/GED or degree</th>
<th>State major and yr received</th>
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</thead>
<tbody>
<tr>
<td>High School</td>
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<tr>
<td>Community College</td>
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<td>College/University</td>
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<tr>
<td>Graduate/Professional</td>
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</tbody>
</table>
WORK EXPERIENCE

Electrical Contractor Experience — List the sizes of buildings/installations (both in square feet and story height) in which you were in responsible charge of installation under your license or as an employee of another licensee. (Use additional sheets).

Inspector Experience — List the sizes of buildings/installations (both in square feet and story height) in which you were in responsible charge of electrical inspections. (Use additional sheets).

Other Experience — List the duties in electrical related fields or duties of that employment (Use additional sheets).

EXPERIENCES RECORD: Work History (Include related experiences. use additional sheets if necessary).

Note: it is recommended that the applicant be already employed as an electrical inspector in order to complete the Practicum Phase.

Present Employer                                      Address of Employer

Date Employment Started            Job Title            Supervisor/Reference

Date Employment Ended              Phone Number         E-mail Address

Duties: Experience: Work History (Use Additional Sheets if necessary)

☐ Electrical Contractor
☐ Inspector Experience
☐ Other: __________________________________________

Previous Employer                                      Address of Employer

Date Employment Started            Job Title            Supervisor/Reference

Date Employment Ended              Phone Number         E-mail Address

Duties: Experience: Work History (Use Additional Sheets if necessary)

☐ Electrical Contractor
☐ Inspector Experience
☐ Other: __________________________________________

IAEI reserves the right to accept or reject applications. Once accepted, the applicant will be notified by mail. Please allow a turn-around time of thirty days from the date of receipt.

By signing and submitting this completed form, I certify that all statements are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I authorize investigations of all statements made in this application and also release this information to the IAEI Certification Program. I accept the conditions set forth concerning the administration of the test and the reporting of test scores. I am assuming full responsibility for exam selection and I understand that fees are not refundable or transferable.

Signature ___________________________________________ Date ____________

Upon completion of this form, please return form and payment to the following address:

IAEI Certification Department • P. O. Box 830848 • Richardson, Texas 75083-0848
REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs on the reverse side so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

CANDIDATE INFORMATION

Social Security #

Name (Last, First, Middle)

Street Address

City, State, Zip Code/Postal Code     Country

(       )

Daytime Phone Number     E-mail Address

Special Accommodations

I request special accommodations for the _____________________________________________ examination.

Please provide (check all that apply):

□ Accessible testing site
□ Special seating
□ Reader
□ Extended testing time (time and a half)
□ Distraction-free room
□ Other special accommodations (Please specify.)

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Comments: __________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

Signed: __________________________________________________________ Date: ____________________

Return this form with your examination application and fee to:
IAEI Certification Department, P. O. Box 830848, Richardson, TX 75083-0848.
DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that Prov/ExamRoom.AI is able to provide the required examination accommodations.

PROFESSIONAL DOCUMENTATION

I have known __________________________________________ since _____ / _____ / _____ in my capacity as a

Candidate’s Name

______________________________________________________.

Professional Title

The candidate discussed with me the nature of the examination to be administered. It is my opinion that, because of this candidate’s disability described below, he/she should be accommodated by providing the special arrangements listed on the Request for Special Examination Accommodations form.

Comments: ____________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Signed: __________________________________________ Title: ______________________________

Printed Name: _______________________________________________________________________________

Address: ___________________________________________________________________________________

_____________________________________________________________________________________________

Telephone Number: __________________________________________________________________________

Date: ___________________________ License # (if applicable): ___________________________