

## REQUIREMENTS FOR ALARM CONTRACTOR LICENSING IN THE STATE OF FLORIDA

# As of July 1, 2008 there are changes to the Electrical Contractors' examination process

Applicants may now apply to take the examination first without board approval. Once an applicant has successfully passed the business and technical examinations, they will then be required to prove experience for licensure as a contractor. Please review the requirements carefully to ensure you are qualified for licensure before you take the exam. Even if you pass the exam you could still be denied licensure if you do not meet **all** of the remaining requirements. All initial licensure applications will be reviewed by the Board at one of their regularly scheduled meetings. The next exam is in November 2008, and a revised one-page exam application has been posted.

You can review frequently asked questions about the examination at  
<http://www.myflorida.com/dbpr/pro/elboard/faq.html>

To perform **any type** of **Alarm Contracting, Alarm Monitoring OR Low Voltage (Limited Power) work in the State of Florida** (security, fire and/or Limited Energy; CCTV; Central Music; VAC; Intercom; Electric Locks, Home Theater; Fiber Optic; Telephone or Computer Networks) you **MUST** have a **LICENSE** issued by the Florida **Electrical Contractors' Licensing Board**, Department of Business and Professional Regulation, Tallahassee. **This includes out of state central stations. THERE ARE NO EXCEPTIONS IN FLORIDA STATUTES** for dollar amounts, wireless systems or "sub-contracting" by those certified through other means. County issued 'by examination only' licenses **MUST** be registered with the State of Florida Electrical Contractors' Licensing Board to be valid and no other locally issued licenses are considered valid for any form of electrical contracting within the state. The following steps must be completed in order to obtain this license. [FS 489, Part II became law in 1988]

- 1) Call the office of the **Electrical Contractors' Licensing Board @ (850) 487-1395** or go to their web page:  
<http://www.myflorida.com/dbpr/pro/elboard/info.html>
- 2) Refer to the Electrical Exam FAQ's 3 page document (attached) for the new process on Florida licensing.
- 3) If starting a new alarm company not previously registered with the State, you must also ask for a **Business Entity Package**.

- 4) Refer to the Electrical Board FAQ's 21 page document (attached) for the requirements to become a Board certified contractor
- 5) The alarm contractor's examination that is held THREE (3) times a year and these dates are also posted on their web site. However beginning in November 2008 the examination will be available on line at all times. If you wish to take preparatory classes for this examination they are available through private firms listed in your local yellow pages under schools. See the attached Candidates Information Booklet
- 6) The **entire process** will take from a **minimum of ninety (90) days** to as much as **one hundred and eighty (180) days** depending on the schedule of Board and Exam dates.
- 7) The cost involves fees from the State of Florida for application, examination, reference books (it is an open book examination) as well as private fees for insurance forms, credit reports, transcripts, hotel room, meals and travel. Count on **spending anywhere** from **\$1,500 up to \$3000** for the completed process.
- 8) After you obtain your license, you must maintain **license renewal courses on a two year cycle (14 hours)**, proper insurance, credit and full compliance with Florida Statutes in Chapter 489 Part II, and Florida Administrative Code Rules Chapter 61G6. Your **technicians must be trained and certified** within ninety days (90) of hiring for burglar alarms (BASA) and within ninety days (90) of hiring for fire alarms (FASA). **All sales personnel must be certified** as well. These certifications **MUST** be renewed on a two-year (2) renewal cycle. In addition **ALL personnel** who are employed **MUST** pass a Florida Department of Law Enforcement (F.D.L.E.) **fingerprint background check**.
- 9) This is a lengthy process, purposely designed to eliminate those who do not qualify early on. If you are qualified, you will have no problem obtaining your license. **Good Luck!**