



**APPLICATION FOR ELECTRONIC WIRING CERTIFICATE SYSTEM (E-CERT)**  
NORTH DAKOTA STATE ELECTRICAL BOARD  
SFN 11845 (12-2020)

Current Status <input type="checkbox"/> New User <input type="checkbox"/> Current E-Cert User – Changing Payment Option			
Contracting Master/Class B Name		License Number	
Social Security Number		Business Name	
Address	City	State	ZIP Code
Telephone Number	Email Address		

- There are two (2) options for paying on certificates:
  - Deposit Account – a non-interest bearing account set up with the ND State Electrical Board. Funds need to be available in this account in order to submit the final electrical wiring certificate(s). Funds may be submitted via a check with deposit slip to the ND State Electrical Board.
  - ACH (Automatic Clearing House) is an automatic withdrawal from your bank account.

Payment Options <input type="checkbox"/> Deposit – Mail in check with deposit slip. <input type="checkbox"/> ACH - Attach voided check and complete information below to automatically withdraw payment from a financial institution.
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Complete information below for ACH (Automatic Clearing House) authorizations.

Financial Institution Name	
Federal Identification Number	
Business Name	
Signature	Date
Place Voided Check Here	

I, as named above, affirm that I am a Master/Class B Electrician, in good standing of the State of North Dakota. By submitting this application and receiving a password, I agree to adhere to the North Dakota State Electrical Board's order authorizing electronic certificate filing, and the rules for the North Dakota State Electrical Board's e-Cert system. I am providing the above information as a condition of receiving my password.

I, as named above, have read and understand the following rules:

- I will use this system for certificates filed with the North Dakota State Electrical Board.
- I understand that the use of my login ID, password and typed name on the certificate has the same legal effect as my original manually affixed signature on the certificate being submitted. Each use of my password for filing wiring certificates certifies that the certificate meets the requirements of the North Dakota Century Code by me or my authorized employee(s).
- I agree to protect and secure the confidentiality of my login and password. Therefore, if I have reason to believe that my password has been compromised, it is my responsibility to immediately notify the North Dakota State Electrical Board.
- I understand the e-Cert system will allow my account to be automatically charged the applicable inspection fee by the ND State Electrical Board after the filing of the electrical wiring certificate.
- I understand the ND State Electrical Board has sole discretion to terminate access to the e-Cert system at any time by giving advance notice to the ND Contracting Master/Class B Electrician.
- I understand and agree to the terms and conditions of the e-Cert system as specified on pages 3-4.

I authorize investigation and certify that all statements contained in this application are true and accurate. In compliance with the Federal Privacy Act of 1974, the disclosure of the individual's social security number on this form is mandatory pursuant to North Dakota Century Code 43-50-02. The individual's social security number is used for identification and verification purposes. Penalty for the applicant not including the social security number on their application will cause the application to not be processed.

Signature of Master/Class B Electrician	Date
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**FOR OFFICE USE ONLY**

<input type="checkbox"/> New User <input type="checkbox"/> Current E-Cert User - Changing Payment Option	
Login ID	
Password	
Approved By	Date

Submit complete application to:

North Dakota State Electrical Board  
PO Box 7335  
Bismarck, ND 58507

Phone: 701-328-9522  
Fax: 701-328-9524  
Email address: electric@nd.gov  
Website: www.ndseb.com

## INTRODUCTION

The individual (herein referred to as "ND Contracting Master/Class B") identified above has submitted an application to the North Dakota State Electrical Board to establish an account for funds associated with the purchases of electrical wiring certificates and conduct of other business transactions with the North Dakota State Electrical Board. ND Contracting Master/Class B has requested that the North Dakota State Electrical Board provides ND Contracting Master/Class B with limited on-line access to the North Dakota State Electrical Board e-Cert system for electronic data relevant to the ND Contracting Master/Class B's Electrical Wiring Certificates. Pursuant to NDCC 43-09-19, the North Dakota State Electrical Board hereby grants ND Contracting Master/Class B such limited access subject to the following terms and conditions.

## TERMS & CONDITIONS

### LIMITATION OF DURATION AND TERMINATION OF ACCESS

Upon approval by the North Dakota State Electrical Board, ND Contracting Master/Class B will be provided with limited on-line access to North Dakota State Electrical Board's e-Cert system for electronic data relevant to ND Contracting Master/Class B's electrical wiring certificates. Such access will be granted for an indefinite period of time unless terminated by ND Contracting Master/Class B or by the North Dakota State Electrical Board as specified below. The North Dakota State Electrical Board has the sole discretion to terminate ND Contracting Master/Class B's access to the e-Cert system at any time by giving advance notice to ND Contracting Master/Class B. If access is so terminated, ND Contracting Master/Class B shall be liable for any actions, liabilities and/or expenses associated with the access provided prior to the effective date of termination. The North Dakota State Electrical Board shall have the right to terminate ND Contracting Master/Class B's access as set forth herein if the ND Contracting Master/Class B license or registration issued by the North Dakota State Electrical Board to ND Contracting Master/Class B is inactivated, suspended, or revoked in excess of seven (7) working days.

### DISCLAIMER OF WARRANTY

There are no express or implied warranties, including the implied warranties of merchantability and fitness for a particular purpose, regarding the limited access to e-Cert system provided by the North Dakota State Electrical Board. The North Dakota State Electrical Board does not warrant that the data or functions contained in the e-Cert system will meet ND Contracting Master/Class B's needs or requirements or that operation/access will be uninterrupted or error free. The North Dakota State Electrical Board shall not be responsible for any damages with respect to any claim arising from the e-Cert system access provided by the North Dakota State Electrical Board, even if the North Dakota State Electrical Board has been or is hereafter advised of the possibility of such damages.

### ND CONTRACTING MASTER/CLASS B DUTIES

ND Contracting Master/Class B agrees that ND Contracting Master/Class B will:

1. Maintain computer equipment and internet access necessary to allow computer link-up with the North Dakota State Electrical Board's computer system.
2. Be wholly responsible for the selection, acquisition, operation, and maintenance of equipment and software, including the internet access software (internet browser), necessary for this access, and for all costs, expenses and payments associated with such access, including payments to their own internet service provider (ISP) for internet connectivity services.
3. Safeguard the data received or accessed according to the terms specified in the *Data Confidentiality and Security* section below.
4. Promptly notify the North Dakota State Electrical Board in writing upon its decision to terminate its access to e-Cert system.
5. Promptly respond, without charge, to any questions or surveys conducted by the North Dakota State Electrical Board regarding the access or services.

## DATA CONFIDENTIALITY AND SECURITY

- ND Contracting Master/Class B warrants that ND Contracting Master/Class B's employees will maintain as confidential all computer data information, computer-oriented systems, systems-related data, software, study finding and recommendations, financial affairs, passwords, access codes and other resources and any other information which may be classified as confidential according to agency policies or state laws.
- ND Contracting Master/Class B will not disclose such confidential data or information without the written consent of the North Dakota State Electrical Board except as may be required by Law.
- ND Contracting Master/Class B agrees to utilize reasonable security procedures and protections designed to assure that confidential information is not disclosed to persons other than the employees of ND Contracting Master/Class B who have a legitimate need to know and have agreed to such confidentiality requirements.
- ND Contracting Master/Class B shall include such requirements of confidentiality for all employees of ND Contracting Master/Class B that have access to the confidential data.
- ND Contracting Master/Class B will protect North Dakota State Electrical Board information resources from unauthorized use, disclosure, alteration, or destruction whether accidental or intentional. ND Contracting Master/Class B understands that personal access authorizations may be reviewed, updated or revoked at any time by the North Dakota State Electrical Board.

ND Contracting Master/Class B will adhere to the following computer security practices:

1. Change passwords if ND Contracting Master/Class B feels there is a confidentiality compromise.
2. Avoid easily guessed passwords or passwords that have a personal meaning, e.g., spouse's or child's name. Combination of letters, numbers and special characters are best.
3. Keeping password(s) a secret; not posting passwords on terminals or leaving them on desks. Each employee of the ND Contracting Master/Class B who has authorized access to the e-Cert system is directly responsible for protecting the confidentiality of passwords and other electronic data processing (EDP) security procedures required to be established by the ND Contracting Master/Class B.
4. Login IDs are assigned by the North Dakota State Electrical Board to the ND Contracting Master/Class B. The Contracting Master/Class B is responsible for actions taken or messages sent using assigned login IDs. No other person should be allowed to use an assigned login ID.
5. Logoff or lock the terminal before leaving it. Terminals can be locked by the use of password protected screen savers, or other workstation or network access login requirements as may be established by the ND Contracting Master/Class B.
6. Any instance which appears to compromise data security will be reported to the North Dakota State Electrical Board.

## ND CONTRACTING MASTER/CLASS B'S CERTIFICATIONS AND ASSURANCES

ND Contracting Master/Class B understands that the limited access to the North Dakota State Electrical Board e-Cert system granted by North Dakota State Electrical Board to Contracting Master/Class B is restricted only to the electronic data relevant to ND Contracting Master/Class B's Electrical Wiring Certificates and in association with the establishment of an account for transfer of funds between the North Dakota State Electrical Board and ND Contracting Master/Class B for the purchase of electrical wiring certificates and other related business transactions.