



**APPLICATION TO ESTABLISH CONTRACTOR ELECTRONIC WIRING CERTIFICATE (E-CERT)
ACCOUNT, ELECTRONIC SIGNATURE, AND INTERNET ACCESS TO e-CERT SYSTEM**

Contractor electronic wiring certificate (e-Cert) accounts are established for an individual who is licensed by the North Dakota State Electrical Board as a Master or Class B Electrician in contracting status who is legally required to issue electrical wiring certificates with this department. The contractor may issue electronic certificates at www.ndseb.com under the e-Cert login.

Paying for certificates is accomplished through either a Deposit Account or ACH (Automatic Clearing House – automatic withdrawal). The Deposit Account is a non-interest bearing account set up with the Board and funds need to be available in this account in order to submit the final electrical wiring certificates. Funds may be submitted via check mailed to the North Dakota State Electrical Board, or ACH (Automated Clearing House) from your bank account.

Please complete this application and submit to:

**ND State Electrical Board
PO Box 7335
Bismarck, ND 58507-7335**

PLEASE TYPE OR PRINT CLEARLY WHEN COMPLETING THIS APPLICATION FORM

CONTRACTING MASTERS NAME:

MASTER LICENSE NUMBER:

SOCIAL SECURITY NUMBER:

BUSINESS NAME:

STREET/PO BOX:

CITY, STATE, ZIP:

PHONE NUMBER:

EMAIL ADDRESS:

I WISH TO SUBMIT PAYMENTS VIA:

- Mailed in with check and e-cert deposit slip
- ACH (**ATTACH A VOIDED CHECK**) – Financial Institution Name: _____

This ACH form will authorize all payments to be automatically withdrawn from the financial institution listed above:

FEDERAL ID #:

BUSINESS NAME:

CUSTOMER SIGNATURE:

DATE:

I, _____, 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 following information as a condition of receiving my password.

I have read and understand the following rules:

1. I will use this system for certificates filed with the North Dakota State Electrical Board.
2. 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).
3. 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.
4. I understand the e-Cert system will allow my account to be automatically charged the applicable inspection fee by NDSEB after the filing of the electrical wiring certificate.
5. I understand NDSEB 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.
6. I understand and agree to the terms & conditions of the e-Cert system as specified on pages 3-4.

Contracting Masters Name:

Contracting Masters Signature:

Date:

Notary Seal Here

Subscribed and sworn to before me on this the _____ day of _____, _____.

Notary Signature:

My commission expires:

FOR DEPARTMENT USE ONLY

Login ID Assigned:

Password:

Assigned by:

Date:

NORTH DAKOTA STATE ELECTRICAL BOARD

e-CERT SYSTEM ACCESS REQUEST

INTRODUCTION

The individual (herein referred to as "ND Contracting Master/Class B") identified below 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 polices 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 passwords 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.