



Instructions for the Electronic Certificate (e-Cert) System

To access e-Cert Login visit www.ndseb.com:

<https://www.ndseb.com/>

NORTH DAKOTA STATE ELECTRICAL BOARD
SINCE 1917
Ensuring public safety since 1917

Website Connections

BOARD NEWSLETTER FORMS EMPLOYMENT OPPORTUNITIES CONTACT US

Inspections Licensing E-Cert Continuing Education Laws & Rules Search

This year's NDSEB CEU class:
Registration is now open

Click here for more details or to register online

WELCOME TO THE NDSEB WEBSITE

The North Dakota State Electrical Board has the responsibility to examine applicants and issue licenses to those having the necessary qualifications and knowledge in the laws of electricity and electrical codes. The board also has jurisdiction over all electrical installations. This assures that inspections are done efficiently and timely and meet minimum standards of national and state codes as well as provide customer service and satisfaction.

Login Screen:

The screenshot shows a web browser window with the URL https://www.ndseb.com/ecert_login/. The page features the North Dakota State Electrical Board logo on the left, which includes a lightning bolt icon and the text "NORTH DAKOTA STATE ELECTRICAL BOARD SINCE 1917 Ensuring public safety since 1917". On the right, the text "Website Connections" is displayed in a stylized font. Below the logo and text is a navigation bar with links: "BOARD", "NEWSLETTER", "FORMS", "EMPLOYMENT OPPORTUNITIES", and "CONTACT US". A secondary navigation bar contains "Inspections", "Licensing", "E-Cert", "Continuing Education", "Laws & Rules", and "Search".

The main content area is titled "Login:" and contains a green sidebar with "General Information" and "Login" links. The login form includes:

- Username:
- Password:
- Remember Me?
- Login button (highlighted with a yellow arrow)
- Forgot your password? link

Yellow arrows point to the Username and Password input fields, and the Login button. To the right of the form, text reads: "Username & Password are mailed out once e-Cert application is processed and user is setup."

Main Screen After Logging In:



[Home](#) [BOARD](#) [NEWSLETTER](#) [FORMS](#) [EMPLOYMENT OPPORTUNITIES](#) [CONTACT US](#)

[Inspections](#) [Licensing](#) [E-Cert](#) [Continuing Education](#) [Laws & Rules](#) [Search](#)

Logged in as JSchmidt

Deposit Account

» View

ACH Account

» View

Certificates

» Add New

» Search

» View Startup (GoldenRod)

» View Submitted

» View Completed

Correction Reports

» View

Personal Information

» Change Password

» View/Change

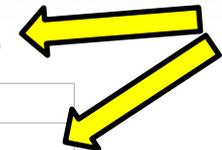
Logout

**** WELCOME ****

**YOU ARE NOW LOGGED INTO THE
NORTH DAKOTA STATE ELECTRICAL BOARD
ELECTRONIC CERTIFICATE (E-CERT) SYSTEM**

[MESSAGE BOARD]

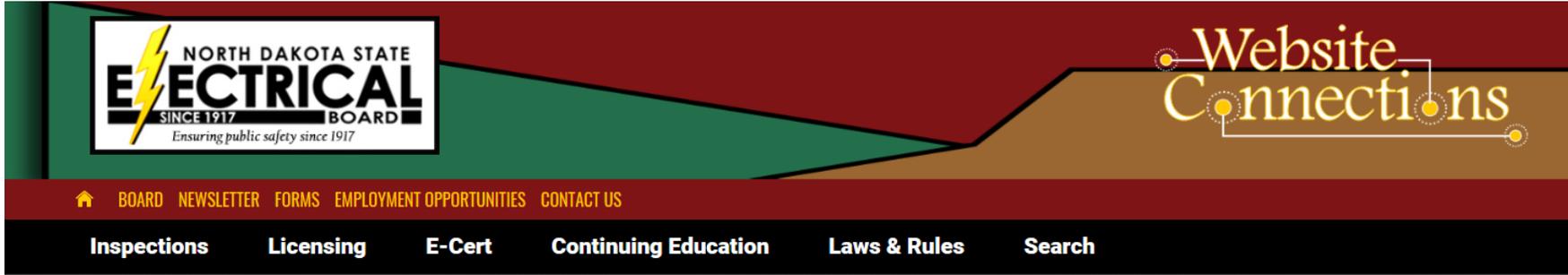
INSPECTION STATUS CODES



F	Final
FS	Final Subject to Corrections
RI or RIS	Rough-In or Rough-In Subject to Corrections
P or PS	Periodic or Periodic Subject to Corrections
V	Voided
C or CS	Cleared or Cleared Subject to Corrections
RE	Re-Inspection
RES	Re-Inspection Subject to Corrections

Deposit Account

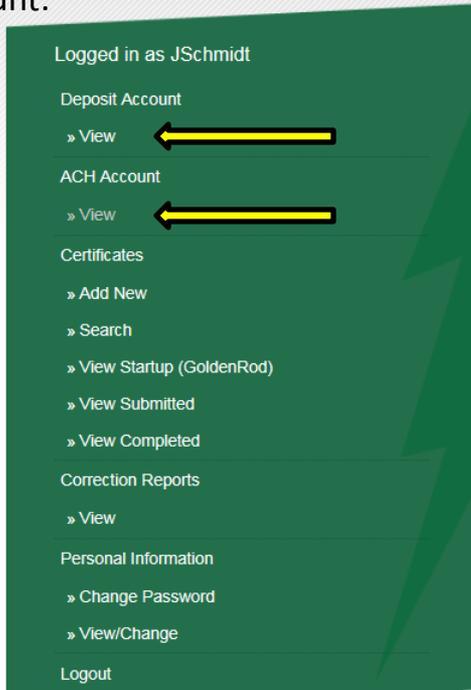
ACH Account



Deposit Account:

Click View:
Balance & list
of all
transactions
are available.

ACH Account:
Click View:
List of all
transactions
are available.



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[MESSAGE BOARD]
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Creating/Adding Certificates:



[Home](#) [BOARD](#) [NEWSLETTER](#) [FORMS](#) [EMPLOYMENT OPPORTUNITIES](#) [CONTACT US](#)

[Inspections](#) [Licensing](#) [E-Cert](#) [Continuing Education](#) [Laws & Rules](#) [Search](#)

Logged in as JSchmidt

Deposit Account

» View

ACH Account

» View

Certificates

» Add New

← Click

» Search

» View Startup (GoldenRod)

» View Submitted

» View Completed

Correction Reports

» View

Personal Information

» Change Password

» View/Change

Logout

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[MESSAGE BOARD]

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Add Certificate Window

Owner Information:

Logged in as JSchmidt

Deposit Account
» View

ACH Account
» View

Certificates
» Add New
» Search
» View Startup (GoldenRod)
» View Submitted
» View Completed

Correction Reports
» View

Personal Information
» Change Password
» View/Change

Logout

Add Certificate

Electrician	M 1815 - JAMES SCHMIDT
This work will be done*	<input type="radio"/> by me as a licensed and bonded electrician <input type="radio"/> under my supervision by licensed electrician
Job Description*	<div style="border: 1px solid #ccc; height: 80px;"></div>
Job Start Date*	<input type="text"/> 
Owner Information	
This information is for the*	<input checked="" type="radio"/> Owner <input type="radio"/> Lessee
	First Name or Business Name Last Name <input type="text"/> <input type="text"/>
Address*	<input checked="" type="radio"/> Use Fields <input type="radio"/> Type In Address
	House # <input type="text"/> Street <input type="text"/> Street Type <input type="text"/> Direction <input type="text"/> Apt # <input type="text"/>
City*	<input type="text"/>
State*	<input type="text"/>
Zip*	<input type="text"/> - <input type="text"/>
Home Phone	<input type="text"/> <small>Ex: 555-555-5555 - At least one number is required</small>
Work Phone	<input type="text"/>
Cell Phone	<input type="text"/>

Add Certificate Window

Site Information:

Site Information	
This job is within the jurisdiction of	<input type="text" value=""/> 
Address*	<input checked="" type="radio"/> Use Fields <input type="radio"/> Type In Address <input type="button" value="Use Owner Address"/>
	House # <input type="text"/> Street <input type="text"/> Street Type <input type="text"/> Direction <input type="text"/> Apt # <input type="text"/>
City	<input type="text" value=""/> 
State	ND
Zip	<input type="text"/> - <input type="text"/>
Township	<input type="text"/>
Range	<input type="text"/>
Section	<input type="text"/>
Quarter	<input type="text"/>
County*	<input type="text" value=""/> 
Power Company*	<input type="text" value=""/> 
Remarks*	<input type="text"/>
Contact	<input type="text"/>
<input type="button" value="Add Certificate"/>	

Choose "State" if it isn't within the city limits of one of the four (4) cities listed. (Bismarck, Fargo, Grand Forks, Minot)

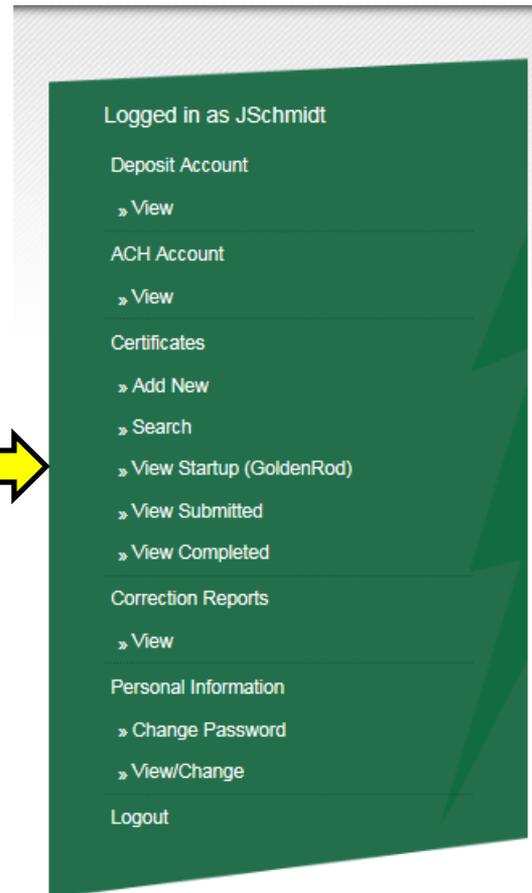
A copy of the e-cert is only sent **once** to the Power Company chosen – if you choose the wrong power company you will need to call the NDSEB office, have it changed, and fax a copy to the correct power company.

Clicking "Add" more than once will result in duplicate certificates being issued.

Contact NDSEB office if you have duplicate certs.

View Startup (Goldenrod):

Clicking on View Startup (Goldenrod) will show all startup certificates.



To Pay: Click “View Startup”:

Click on the certificate # you want to pay on:



E-Cert Search

Cert #	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Type	Goldenrod <input type="button" value="v"/>

Search

Cert #	Status	Start Date	District	Owner Name	Site Address	City	Description
659337		12/05/2017	6	NOLAN BALDWIN	307 4TH AVE W	EDGELEY	REWIRE HOUSE AFTER LIGHTNING STRIKE
658440	P	11/14/2017	6	AGRI- PARTNERS	8262 HIGHWAY 46	MONTPELIER	WIRE NEW BUILDING
656467		10/03/2017	2	JEFFERY DEWITZ	2969 34TH ST SE	STEELE	INSTALL NEW SERVICE AND ALL ASSOCIATED WIRING FOR NEW SHOP
655149		09/05/2017	6	GORDON WILKE	4331 81 AVE SE	JAMESTOWN	CONNECTION OF MOBILE HOME 200AMP SERVICE

DO NOT pay on your certificate until the job is within 15 days of completion, use or occupancy.

This window opens after you click on the certificate #:



https://www.ndseb.com/?CertNum=658440 - Edit Certificate - ...

Cert # 658440

Job Description: WIRE NEW BUILDING

Job Start Date*: 11/14/2017

Job Cost: 0

Owner Information

Name: AGRI- PARTNERS
Address: 8262 HIGHWAY 46
City*: MONTPELIER
State*: ND
Zip*: 58472 -
Home Phone:
Work Phone:
Cell Phone: (701) 320-9660

Site Information

Address: 8262 HIGHWAY 46
City: MONTPELIER
State*: ND
Zip: 58472 -
Township: 136N
Range: 64W
Section: 2
Quarter: NE
County*: Lamoure
Power Company*: DAKOTA VALLEY ELECTRIC COOP

Contact:

Notes:

[Print E-Cert](#)

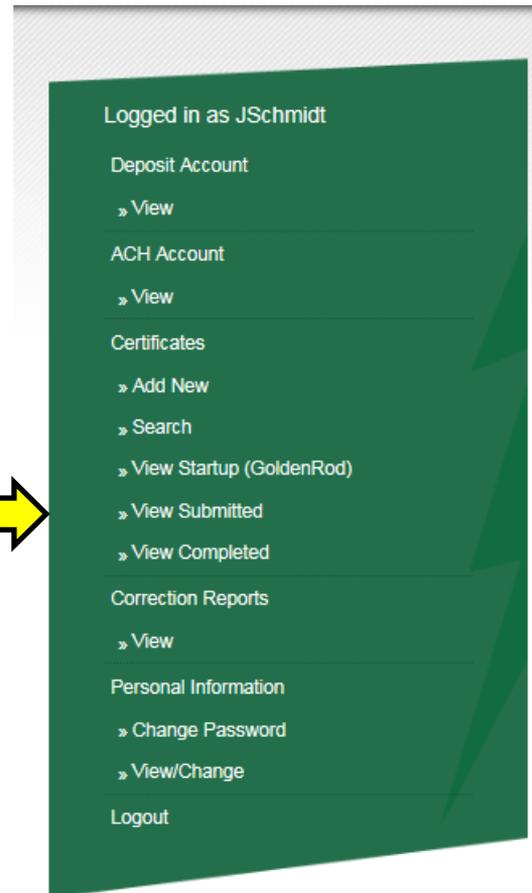
Enter the job cost:



Once the job cost is entered you can click “save” **or** if the job is complete – click pay.

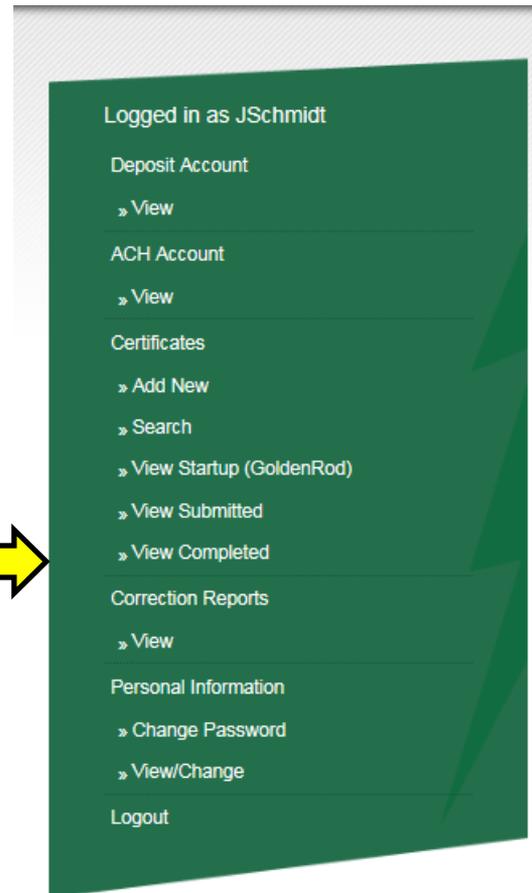
View Submitted:

Clicking on View Submitted will show all the certificates that have been paid on.



View Completed:

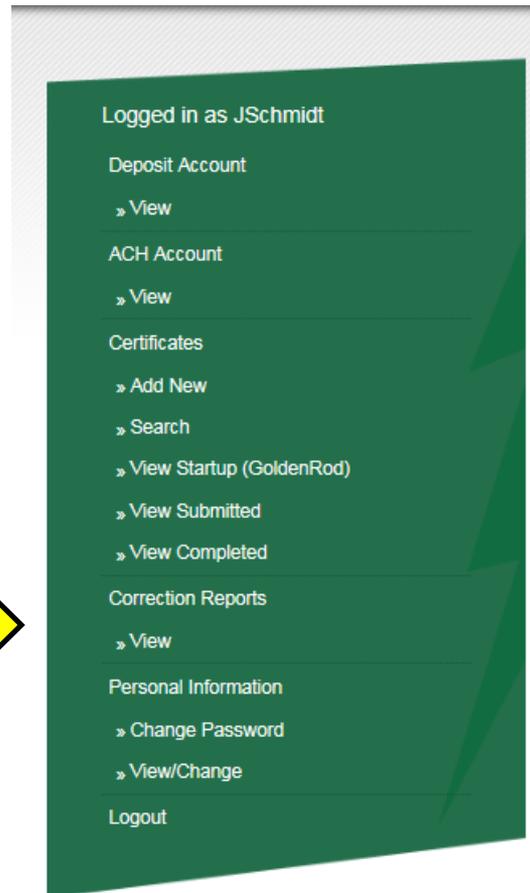
Clicking on View Completed will show all the certificates that have been paid on and inspected.



Correction Reports

View:

Clicking on “View”
under Correction
Reports will show
any outstanding
correction reports
that need to be
certified as
complete. (A notice
also shows up on the
main login screen.)



Reminder:
Please do not
submit an e-
Correction report if
it indicates to
submit the final
paperwork and
inspection fees,
UNTIL you have
done so!

***See next slide.**

Correction Reports: Notice(s) appear on Main Screen

24.1-05-01-01(3)

Certificates with job cost of \$20,000 or less are valid 12 months from the original filing date. A new wiring certificate shall be filed on all unfinished work.

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New corrections that haven't been viewed appear.

Overdue corrections show up in **RED.**

You Have...

3 NEW CORRECTION REPORTS (NOT YET VIEWED) [View Correction Reports](#)

1 **OVERDUE CORRECTION REPORT** [View Correction Reports](#)

7 CERTIFICATES OLDER THAN 1 YEAR AND JOB COST <20000) NEED TO BE SUBMITTED [View E-Certs](#)

Submitting Correction Reports:

After clicking on the cert # this window appears – if all corrections are complete click “I Certify”

- Deposit Account
 - » View
- ACH Account
 - » View
- Certificates
 - » Add New
 - » Search
 - » View Startup (GoldenRod)
 - » View Submitted
 - » View Completed
- Correction Reports
 - » View
- Personal Information
 - » Change Password
 - » View/Change
- Logout

Click “View”
The window below opens.
Click the certificate #
for the correction you want to submit.

https://www.ndseb.com/?correctionreport_id=4BB...

Cert # 652293

Owner SSS CONSTRUCTION
Job Site 9993 DESERT RD
Date of Inspection 04/02/2018
Corrections 1. INSTALL MISSING DEVICES AND COVER PLATES.
Inspector RICHARD KRAUSE (701) 202-9390
Note This installation will be considered approved by the State Electrical Board if the required corrections are made and "I Certify" is chosen below.
Due Date May 3 2018 12:00:00:000AM

Note to Inspector:

I Certify Close

E-Cert Correction Reports

Please do not submit an e-Correction Report if it indicates to submit the final paperwork and inspection fees, UNTIL you have done so. By submitting an e-Correction Report, you are indicating that ALL of the corrections are completed.

Cert # Ascending

Cert #	District	Inspect Date	Due	City	Description
652293	2	04/02/2018	05/03/2018	BISMARCK	1. INSTALL MISSING DEVICES AND COVER PLATES.