

NC Locksmith Licensing Board Instructions



Inside:

Answers to your questions about your application and taking the NC Locksmith Licensing Exam.



Getting Started

Learning the Locksmith Trade

The state of North Carolina does **not** regulate how locksmithing is taught or learned.

Historically locksmithing has been a coveted knowledge and skill set that was passed down over time within a family or small business.

But this is not a rule. **Anyone** can learn locksmithing and market that service to the public. In order to provide locksmith services to the public in North Carolina, **you must have a license.**

The Board has many links under the Resources tab on its website that can help you learn locksmithing.

You can also start applying to existing locksmiths for work and **they might hire you as an apprentice!**

Applying for the License

You do the application first, then the exam.

PAPER METHOD

You can download the paper application for license or apprentice license from the front of the website.

Print it and complete it. You can then either upload or email it and pay your fees using a credit card, using the links on the website.

ONLINE METHOD

The Board has an online application platform called Certemy. Links to Certemy are found on the website.

If you are comfortable with computers, you are welcome to create an online account and follow the prompts to complete your application.

APPLICATION

Your application must be completed before you will be allowed to take the exam.

Your application fee is \$200.

BACKGROUND CHECK

The background check is conducted through a LIVESCAN of your fingerprints.

Your background check fee is \$38.

You may be charged a separate additional fee at the law enforcement agency.

EXAM

The exam is a paper and pencil multiple choice exam offered throughout the year on prescheduled dates.

Your exam fee is \$200.

If you fail the exam, there is a one-time \$50 re-test fee.

Additional exam attempts are \$200.

The image shows a 'REQUEST FOR CRIMINAL BACKGROUND CHECK' form. The form includes sections for 'Personal Information' (Name (Last), Address (Mailing Address), E-Mail Address), 'Services needed', and contact information (First, City, (State) Zip, (Middle initials), Home Telephone, Other Telephone). A pen is resting on the form, and a calculator is visible in the background.

CRIMINAL BACKGROUND CHECK

One of the steps of the application is the completion of a criminal background check through the North Carolina State Bureau of Investigation.

This is obtained by completing a LIVESCAN of your fingerprints at a NC Law Enforcement Agency.

If you are not currently residing in North Carolina, you will need to enclose a completed fingerprint card with your application submitted to the Board.

Enclosed in your application (both paper and online) are two forms you will need to take with you to your LIVESCAN appointment.

Finally, the Locksmith Licensing Board **cannot** use previous LIVESCAN checks from other agencies (eg. NC Alarm Systems Board or your Concealed Carry Permit).

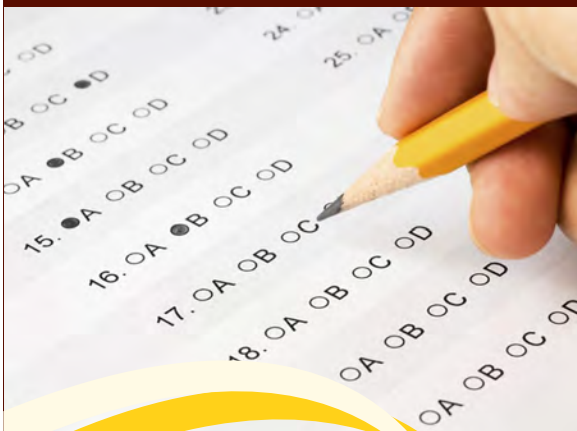
“WHAT IF I HAVE A CRIMINAL RECORD?”

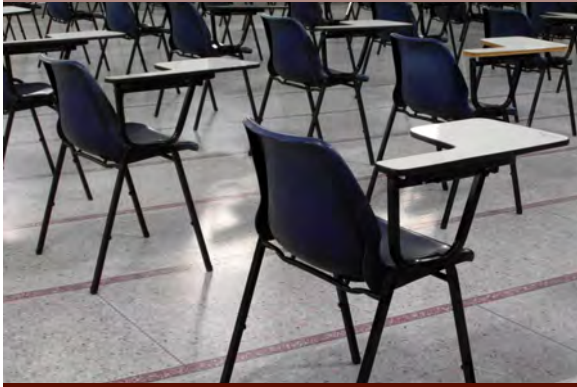
Having a criminal record, including felony convictions, **does not** mean an automatic denial of your application.

The Locksmith Licensing Board is required to consider factors such as the seriousness of the crime, how long ago it was, efforts at rehabilitation, and references from the community and business leaders.

The Locksmith Licensing Board meets regularly with applicants with serious and significant criminal histories to find common ground that both **protects the public** and **ensures your economic freedom**.

Remember: Be truthful and upfront about all convictions. **We want to see you work.**





Taking the Exam

Studying for the Exam

You must obtain a score of 70% to pass the NC Locksmith Licensing Exam.

The Exam is designed for someone who has roughly **one year** of experience locksmithing.

The balance of questions (left) ensures that you can still pass the exam even if you have little experience in specialty locksmith areas. For example, if you do not know safe and vaults, you can still pass the exam by scoring well in the General areas.

The Board sells a study guide for \$30. The link to purchase the study guide is on the Board's website.

Everything that is in the study guide will be on the test, however the study guide is not a text book.

What is on the Exam?

- General Locksmithing — 75 Questions
- Automotive Locksmithing — 20 Questions
- Safe and Vault — 15 Questions
- Access Control — 5 Questions
- Rules/Ethics/Laws — 35 Questions

What else?

- We encourage you to read through the Board's General Statute and Administrative Rules, both found on the Board Website.
- You will be asked questions about fees, renewal requirements, and obtaining apprentice licenses.
- You will also be presented with questions that are ethical scenarios. Please review the Ethics section of the Board's Administrative Rules.

Apprentice License

If You are Not Ready for the Exam

The Board offers an apprentice level license that is limited to 3 years.

The apprentice license does not have an exam, but the exam must be taken immediately or before the apprentice license expires. The apprentice license cannot be renewed.

The apprentice license requires supervision by a licensed locksmith.

APPRENTICE SUPERVISION

The supervision standard is that your supervising locksmith should know what locksmith services you are providing and where you are providing those services.

The apprentice license is **not** a *carte blanche* license, and apprentices are required to check in with their supervising locksmiths regularly throughout the workday.

The apprentice license is most importantly an opportunity to learn the locksmith trade in a hands-on manner from a licensed locksmith while working in the profession.

What Next?

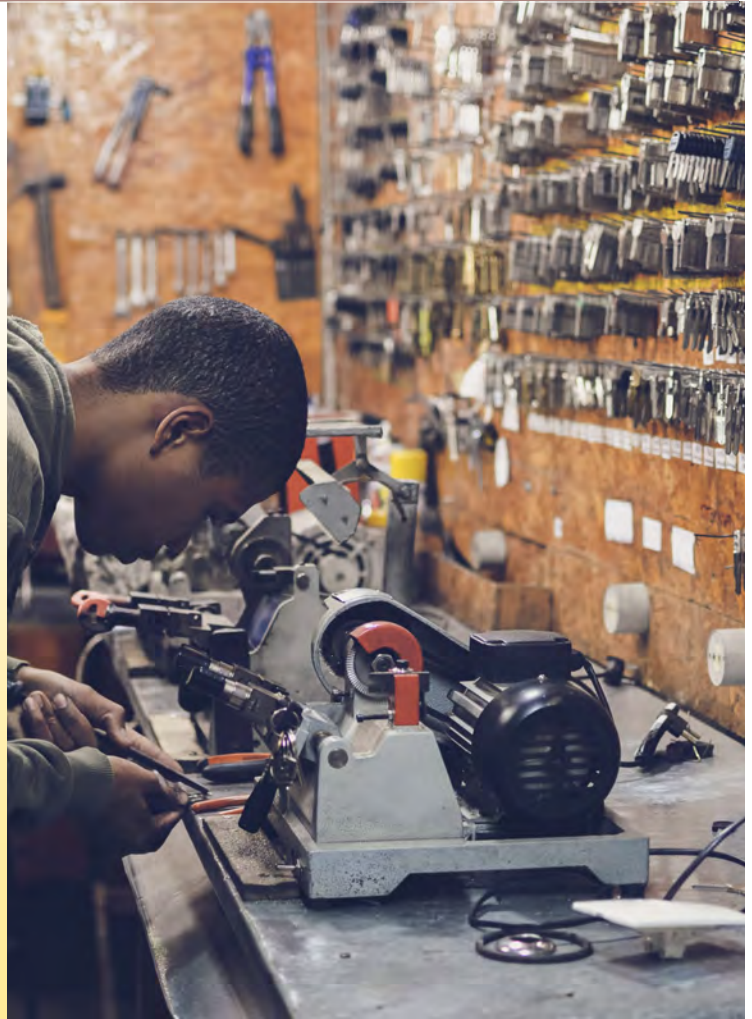
Once you hold a locksmith license, you will be expected to complete **continuing education (CE)** to renew your license.

You will need to complete **16 hours of CE and complete a renewal application, either paper or online, every 3 years.**

The Board accepts CE from many providers, including the NC Locksmiths Association, major manufacturers and distributors, and many private online training providers. You can find a list of pre-approved providers on the Board website.

The Renewal Fee is \$200.

The Renewal is required to be submitted 30 days prior to its expiration. A \$150 late fee will be applied if the renewal is not submitted 30 days prior to license expiration. An expired license may be reinstated by completing a late renewal and an additional \$150 expired license fee.



North Carolina Locksmith Licensing Board

P.O. Box 10972
Raleigh, NC 27605

info@nclocksmithboard.org
director@nclocksmithboard.org

www.nclocksmithboard.org

