

Proposed Meeting Agenda
SOUTH DAKOTA ELECTRICAL COMMISSION

[Microsoft Teams](#)

Meeting ID: 298 085 345 103 8 | Passcode: UY38zd7J
or Call +1 605-679-7263 ID 829 729 143#

Thursday, October 9, 2025, at 1:00 p.m. CDT

- A. Call to Order
 - B. Approval of Agenda
 - C. Approval of July 10 Minutes
 - D. Public Comment
 - E. Open Meeting Laws
 - F. Reciprocity Requirements
 - G. NASCLA Conference & Membership
 - H. Class B Electrician Bill
 - I. Subcommittee Reports
 - i. Fee Structure
 - J. Executive Session pursuant to SDCL 1-25-2, as necessary
 - K. President's Report
 - L. Program Director's Report
 - M. Inspector's Report
 - N. Next Meeting
 - O. Adjournment
- Tor Sorlien
Pamela Overweg
Brent Schoulte
January 8, 2026

Meeting Minutes
SOUTH DAKOTA ELECTRICAL COMMISSION

Missouri Ave Event Center, Conference Room, 217 W. Missouri Ave. Pierre, SD
and

via Microsoft Teams and Conference Call
Thursday, July 10, 2025, at 1:00 p.m. CDT

Tor Sorlien called the meeting to order at 1:00 p.m. Jodi Aumer called the roll.
A quorum was present.

Members Present electronically: Dave Eide

Members Present in-person: Bob Jarding, Doug Fuerst, Tor Sorlien, Stephen Burgess, Carl Odde

Members Absent: Rick Cronin

Others Present electronically: Jennifer Doubldee, Legal Counsel; Brent Schoulte, Lead Electrical Inspector

Others Present in-person: Jodi Aumer, Director of Professional Licensing; Jerry McCabe, Division Director; Carol Ames, Senior Secretary; Sara Sullivan, National Association of State Contractors Licensing Agencies (NASCLA); and Kristen Zacharias, NASCLA.

Jarding made a motion to approve the Consent Agenda items. Burgess seconded the motion. **MOTION PASSED.**

Sorlien opened the meeting for public comment. There was no public comment.

The commission discussed the third party inspector applications in the meeting packet.

Fuerst made a motion to approve third party inspector applications for PFS and NTA. Jarding seconded the motion. **MOTION PASSED.**

Fuerst made a motion to table the consideration of third-party inspector application for RADCO. Jarding seconded the motion. **MOTION PASSED.**

The commission discussed and considered machinery designation applications in the meeting packet.

Jarding made a motion to approve the applications. Fuerst seconded the motion. **MOTION PASSED.**

Sullivan and Zacharias presented information to the commission regarding the NASCLA conference and membership. Pam Overweg, executive director, had a pending request before the commission for approval to attend the organization's upcoming conference.

Jarding made a motion to approve the travel request. Odde seconded the motion. **MOTION PASSED.**

The commission discussed subcommittee reports. The commission deferred discussion on the fee structure until next meeting. The commission was informed that no action had been taken regarding the inspection procedure for Hutterite colonies.

Sorlien stated he had no president report.

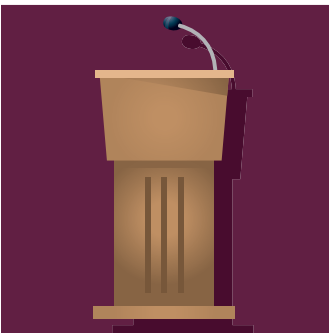
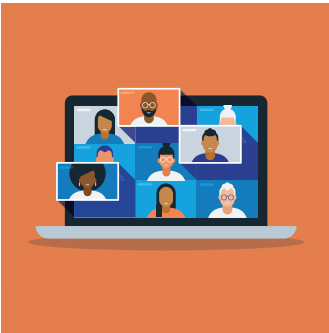
Aumer presented the program director's report to the commission.

Schoulte presented the inspectors' report to the commission.

Fuerst made a motion to adjourn the meeting at 1:55 p.m. Burgess seconded the motion. **MOTION PASSED.**

The commission adjourned the meeting at 1:55 p.m.

DRAFT



Conducting the Public's Business in Public

A guide to South Dakota's
Open Meetings Laws
(Revised 2025)

Prepared by:
S.D. Attorney General's Office
in partnership with the
S.D. NewsMedia Association

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Q: WHAT ARE SOUTH DAKOTA'S OPEN MEETINGS LAWS?

A: South Dakota's open meetings laws embody the principle that the public is entitled to the greatest possible information about public affairs and are intended to encourage public participation in government. SDCL Ch. 1-25 requires that official meetings of public bodies must be public and advance notice is to be given of such meetings. The statutes define an "official meeting" as one where a quorum of the public body is present and at which official business or public policy of the body is discussed or decided. Openness in government is encouraged.

Q: WHO DOES THE OPEN MEETINGS LAWS APPLY TO?

A: The open meetings laws apply to all public bodies of the state and its political subdivisions. SDCL 1-25-1, 1-25-12(3). This includes cities, counties, school boards and other public bodies created by ordinance or resolution, such as appointed boards, task forces, and committees, so long as they have authority to exercise sovereign power. SDCL 1-25-12(2). Although no court decisions have been issued on the subject, this probably does not include bodies that serve only in an advisory capacity. The State Constitution allows the Legislature and the Unified Judicial System to create rules regarding their own separate functions.

Q: ARE TELECONFERENCES CONSIDERED PUBLIC MEETINGS?

A: Yes. The open meetings laws allow meetings, including executive or closed meetings, to be conducted by teleconference – defined as an exchange of information by audio, video, or electronic means (including the internet) – if a place is provided for the public to participate. SDCL 1-25-1.5, 1-25-12(5). In addition, for teleconferences where

less than a quorum of the public body is present at the location open to the public, arrangements must also be made for the public to listen by telephone or internet (except for portions of meetings properly closed for executive sessions). SDCL 1-25-1.6. The media and public must be notified of teleconference meetings under the same notice requirements as any other meeting.

Q: HOW ARE THE PUBLIC AND MEDIA NOTIFIED WHEN PUBLIC BUSINESS IS BEING DISCUSSED?

A: SDCL 1-25-1.1 requires that all political subdivisions (except the state and its boards, commissions, or departments as provided in § 1-25-1.3) prominently post a notice and copy of the proposed agenda at the political subdivision's principal office. At a minimum, the proposed agenda must include the date, time, and location of the meeting and must be visible, readable, and accessible to the public for 24 continuous hours immediately preceding the meeting. Also, if the political subdivision has its own website, the notice must be posted on the website upon dissemination of the notice. For special or rescheduled meetings, political subdivisions must comply with the regular meeting notice requirements as much as circumstances permit. The notice must be delivered in person, by mail, by email, or by telephone to all local news media who have asked to be notified. It is good practice for local media to renew requests for notification of special or rescheduled meetings at least annually.

SDCL 1-25-1.3 varies slightly from SDCL 1-25-1.1 and requires the State and its agencies, boards, commissions, or departments to give notice by posting a proposed agenda at least 72 continuous hours before a meeting is scheduled to start (this does not include any weekend or legal holiday). The State is also required to give notice of a public meeting by posting its proposed agenda on <http://boardsandcommissions.sd.gov>.

Q: WHO ARE LOCAL NEWS MEDIA?

A: There is no definition of “local news media” in SDCL ch. 1-25. “News media” is defined in SDCL 13-1-57 generally as those personnel of a newspaper, periodical, news service, radio station, or television station regardless of the medium through which their content is delivered. The Attorney General is of the opinion that “local news media” is all news media – broadcast and print – that regularly carry news to the community.

Q: IS A PUBLIC COMMENT PERIOD REQUIRED AT PUBLIC MEETINGS?

A: Yes. Public bodies are required to provide at every official meeting a period of time on their agenda for public comment. SDCL 1-25-1. Each public body has the discretion to limit public comment as to the time allowed for each topic commented on, and as to the total time allowed for public comment. Public comment is not required at meetings held solely for an executive session, inauguration, presentation of an annual report, or swearing in of elected officials.

Q: CAN PUBLIC MEETINGS BE RECORDED?

A: Yes, SDCL 1-25-11 requires public bodies to allow recording (audio or video) of their meetings if the recording is reasonable, obvious, and not disruptive. This requirement does not apply to those portions of a meeting confidential or closed to the public.

Q: WHEN CAN A MEETING BE CLOSED TO THE PUBLIC AND MEDIA?

A: SDCL 1-25-2 allows a public body to close a meeting for the following purposes: 1) to discuss personnel issues pertaining to officers or employees; 2) consideration of the performance or discipline of a student, or the student’s participation in interscholastic activities; 3) consulting with legal counsel, or reviewing communications from legal counsel about proposed or pending litigation or

contractual matters; 4) employee contract negotiations; 5) to discuss marketing or pricing strategies of a publicly-owned competitive business; or 6) to discuss information related to the protection of public or private property such as emergency management response plans or other public safety information. The statute also recognizes that executive session may be appropriate to comport with other laws that require confidentiality or permit executive or closed meetings. Federal law pertaining to students and medical records will also cause school districts and other entities to conduct executive sessions or conduct meetings to refrain from releasing confidential information. Meetings may also be closed by cities and counties for certain economic development matters. SDCL 9-34-19.

Note that SDCL 1-25-2 and SDCL 9-34-19 do not require meetings be closed in any of these circumstances.

Any official action based on discussions in executive session must, however, be made at an open meeting.

Q: WHAT IS THE PROPER PROCEDURE FOR EXECUTIVE SESSIONS?

A: Motions for executive sessions must refer to the specific state or federal law allowing for the executive session i.e. “pursuant to SDCL 1-25-2(3).” Also, best practice to avoid public confusion would be that public bodies explain the reason for going into executive session. For example, the motion might state “motion to go into executive session pursuant to SDCL 1-25-2(1) for the purposes of discussing a personnel matter,” or “motion to go into executive session pursuant to SDCL 1-25-2(3) for the purposes of consulting with legal counsel.”

Discussion in the executive session must be strictly limited to the announced subject. No official votes may be taken on any matter during an executive session. The public body must return to open session before any official action can be taken.

Q: WHAT HAPPENS IF THE MEDIA OR PUBLIC IS IMPROPERLY EXCLUDED FROM A MEETING OR OTHER VIOLATIONS OF THE OPEN MEETING LAWS OCCUR?

A: Excluding the media or public from a meeting that has not been properly closed subjects the public body or the members involved to: (a) prosecution as a Class 2 misdemeanor punishable by a maximum sentence of 30 days in jail, a \$500 fine or both; or (b) a reprimand by the Open Meeting Commission ("OMC"). The same penalties apply if the agenda for the meeting is not properly posted, or other open meeting violations occur.

Also, action taken during any meeting that is not open or has not been properly noticed could, if challenged, be declared null and void.

Q: HOW ARE ISSUES REFERRED TO THE OPEN MEETINGS COMMISSION ("OMC")?

A: Persons alleging violations of the open meetings laws must make their complaints with law enforcement officials in the county where the offense occurred. After a signed and notarized complaint is made under oath, and any necessary investigation is conducted, the State's Attorney may: (a) prosecute the case as a misdemeanor; (b) find that the matter has no merits and file a report with the Attorney General for statistical purposes; or (c) forward the complaint to the OMC for a determination. The OMC is comprised of five State's Attorneys or Deputy State's Attorneys appointed by the Attorney General. The OMC examines whether a violation has occurred and makes written public findings explaining its reasons. If you have questions on the procedures or status of a pending case, you may contact the Attorney General's Office at 605-773-3215 to talk to an assistant for the OMC. Procedures for the OMC are posted on the website for the Office of Attorney General. <http://atg.sd.gov/>.

Q: WHAT DOES THE TERM "SOVEREIGN POWER" MEAN?

A: The open meetings laws do not define this term, but it generally means the power to levy taxes, impose penalties, make special assessments, create ordinances, abate nuisances, regulate the conduct of others, or perform other traditional government functions. The term may include the exercise of many other governmental functions. If an entity is unclear whether it is exercising "sovereign power" it should consult with legal counsel.

Q: MAY AGENDA ITEMS BE CONSIDERED IF THEY ARE ADDED LESS THAN 24 HOURS BEFORE A MEETING?

A: Proposed agendas for public meetings must be posted at least 24 hours in advance of the meeting. The purpose of providing advance notice of the topics to be discussed at a meeting is to provide information to interested members of the public concerning the governing body's anticipated business. Typically, the public body adopts the final agenda upon convening the meeting. At the time the final agenda is adopted, the governing body may add or delete agenda items and may also change the order of business. See *In re Yankton County Commission, Open Meetings Commission Decision # 20-03*, December 31, 2020. New items cannot be added after the agenda has been adopted by the governing body.

Public bodies are strongly encouraged to provide at least 24 hours' notice of all agenda items so as to be fair to the public and to avoid dispute.

For special or rescheduled meetings, public bodies are to comply to the extent circumstances permit. In other words, posting less than 24 hours in advance may be permissible in emergencies.

Q: ARE EMAIL DISCUSSIONS "MEETINGS" FOR PURPOSES OF THE OPEN MEETINGS LAWS?

A: The definition of an "official meeting" in SDCL 1-25-12(1) specifically includes meetings conducted by "electronic means, including electronic mail, instant messaging, social media, text message, or virtual meeting platform[.]" A quorum of a public body that discusses official business of that body via electronic means is conducting an official meeting for purposes of the open meetings laws. Electronic communications made solely for scheduling purposes do not fall within the definition of an official meeting.

Q: WHAT RECORDS MUST BE AVAILABLE TO THE PUBLIC IN CONJUNCTION WITH PUBLIC MEETINGS?

A: SDCL 1-25-1.4 requires state boards, commissions, or departments to make public meeting materials available on <http://boardsandcommissions.sd.gov>. SDCL 1-27-1.16 requires that any other public body must post meeting materials on the public body's website or make those materials available to the public at least twenty-four hours prior to the hearing or when made available to the members of the public body, whichever is later. Finally, SDCL 1-27-1.17 requires that draft minutes of public meetings must be made available to the public at the principal place of business for the public body within 10 business days after the meeting (or made available on the website for the public body within five business days).

These laws are in addition to any specific requirements for public bodies (i.e., publication requirements in state laws pertaining to cities, counties, or school districts). Enforcement of public records laws contained in SDCL Ch. 1-27 are handled by separate procedures found in SDCL 1-27-35, et. seq. rather than the open meeting procedures described above. Violations of SDCL 1-27-1.16 and 1-27-1.17 are also Class 2 misdemeanors.

Q: WHAT REQUIREMENTS APPLY TO TASK FORCES, COMMITTEES AND WORKING GROUPS?

A: Task forces and committees that exercise "sovereign power," and are created by statute, ordinance, or proclamation are required to comply with the open meetings laws. SDCL 1-25-12(1). Task forces, committees, and working groups that are not created by statute, ordinance, or proclamation, or are advisory only, may not be subject to the open meetings laws, but are encouraged to comply to the extent possible when public matters are discussed. Ultimately, if such advisory task forces, committees and working groups present any reports or recommendations to public bodies, the public bodies must wait until the next meeting (or later) before taking final action on the recommendations. SDCL 1-27-1.18.

Q: ARE PUBLIC BODIES REQUIRED TO REVIEW THE OPEN MEETINGS LAWS?

A: Public bodies must annually review an explanation of the open meetings laws provided by the Attorney General, along with any other material pertaining to the open meetings laws made available by the Attorney General. SDCL 1-25-13. Each public body must report in its minutes that the annual review of the open meetings laws was completed.

PERTINENT S.D. OPEN MEETINGS STATUTES

(other specific provisions may apply depending on the public body involved)



1-25-1. OPEN MEETINGS. An official meeting of a public body is open to the public unless a specific law is cited by the public body to close the official meeting to the public.

It is not an official meeting of one public body if its members provide information or attend the official meeting of another public body for which the notice requirements of § 1-25-1.1 or 1-25-1.3 have been met. It is not an official meeting of a public body if its members attend a press conference called by a representative of the public body.

For any event hosted by a nongovernmental entity to which a quorum of the public body is invited and public policy may be discussed, but the public body does not control the agenda, the public body may post a public notice of a quorum, in lieu of an agenda. The notice of a quorum must meet the posting requirements of § 1-25-1.1 or 1-25-1.3 and must contain, at a minimum, the date, time, and location of the event.

The public body shall reserve at every official meeting a period for public comment, limited at the public body's discretion as to the time allowed for each topic and the total time allowed for public comment, but not so limited as to provide for no public comment.

Public comment is not required at an official meeting held solely for the purpose of meeting in executive session, an inauguration, presentation of an annual report to the public body, or swearing in of a newly elected official, regardless of whether the activity takes place at the time and place usually reserved for an official meeting.

If a quorum of township supervisors, road district trustees, or trustees for a municipality of the third class meets solely for purposes of implementing previously publicly adopted policy; carrying out ministerial functions of that township, district, or municipality; or undertaking a factual investigation of conditions related to public safety; the meeting is not subject to the provisions of this chapter.

A violation of this section is a Class 2 misdemeanor.

1-25-1.1. PUBLIC NOTICE OF POLITICAL SUBDIVISIONS. Each political subdivision shall provide public notice, with proposed agenda, that is visible, readable, and accessible for at least an entire, continuous twenty-four hours immediately preceding any official meeting, by posting a copy of the notice, visible to the public, at the principal office of the political subdivision holding the meeting. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the political subdivision's website upon dissemination of the notice, if a website exists. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by

telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, each political subdivision shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

1-25-1.3. PUBLIC NOTICE OF STATE. The state shall provide public notice of a meeting by posting a copy of the proposed agenda at the principal office of the board, commission, or department holding the meeting. The proposed agenda shall include the date, time, and location of the meeting, and be visible, readable, and accessible to the public. The agenda shall be posted at least seventy-two hours before the meeting is scheduled to start according to the agenda. The seventy-two hours does not include Saturday, Sunday, or legal holidays. The notice shall also be posted on a state website, designated by the commissioner of the Bureau of Finance and Management. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, the state shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

1-25-1.5. TELECONFERENCE MEETING. Any official meeting may be conducted by teleconference. A teleconference may be used to conduct a hearing or take final disposition regarding an administrative rule pursuant to § 1-26-4. A member is deemed present if the member answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference may be taken by voice vote. If any member votes in the negative, the vote shall proceed to a roll call vote.

1-25-1.6. TELECONFERENCE PARTICIPATION. At any official meeting conducted by teleconference, there shall be provided one or more places at which the public may listen to and participate in the teleconference meeting. For any official meeting held by teleconference, that has less than a quorum of the members of the public body participating in the meeting who are present at the location open to the public, arrangements shall be provided for the public to listen to the meeting via telephone or internet. The requirement to provide one or more places for the public to listen to the teleconference does not apply to official meetings closed to the public pursuant to specific law.

1-25-2. EXECUTIVE SESSION. Executive or closed meetings may be held for the sole purposes of:

(1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term, employee, does not include any independent contractor;

(2) Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student or the eligibility of a student to participate in interscholastic activities provided by the South Dakota High School Activities Association;

(3) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters;

(4) Preparing for contract negotiations or negotiating with employees or employee representatives;

(5) Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business; or

(6) Discussing information pertaining to the protection of public or private property and any person on or within public or private property specific to:

(a) Any vulnerability assessment or response plan intended to prevent or mitigate criminal acts;

(b) Emergency management or response;

(c) Public safety information that would create a substantial likelihood of endangering public safety or property, if disclosed;

(d) Cyber security plans, computer, communications network schema, passwords, or user identification names;

(e) Guard schedules;

(f) Lock combinations;

(g) Any blueprint, building plan, or infrastructure record regarding any building or facility that would expose or create vulnerability through disclosure of the location, configuration, or security of critical systems of the building or facility; and

(h) Any emergency or disaster response plans or protocols, safety or security audits or reviews, or lists of emergency or disaster response personnel or material; any location or listing of weapons or ammunition; nuclear, chemical, or biological agents; or other military or law enforcement equipment or personnel.

However, any official action concerning the matters pursuant to this section shall be made at an open official meeting. An executive or closed meeting must be held only upon a majority vote of the members of the public body present and voting, and discussion during the closed meeting

is restricted to the purpose specified in the closure motion. Nothing in § 1-25-1 or this section prevents an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it. A violation of this section is a class 2 misdemeanor.

1-25-6. DUTY OF STATE'S ATTORNEY. If a complaint alleging a violation of chapter 1-25 is made pursuant to § 23A-2-1, the state's attorney shall take one of the following actions:

(1) Prosecute the case pursuant to Title 23A;

(2) Determine that there is no merit to prosecuting the case. Upon doing so, the state's attorney shall send a copy of the complaint and any investigation file to the attorney general. The attorney general shall use the information for statistical purposes and may publish abstracts of such information, including the name of the government body involved for purposes of public education; or

(3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action.

1-25-6.1. DUTY OF STATE'S ATTORNEY (COUNTY COMMISSION ISSUES). If a complaint alleges a violation of this chapter by a board of county commissioners, the state's attorney shall take one of the following actions:

(1) Prosecute the case pursuant to Title 23A;

(2) Determine that there is no merit to prosecuting the case. The attorney general shall use the information for statistical purposes and may publish abstracts of the information as provided by § 1-25-6;

(3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action; or

(4) Refer the complaint to another state's attorney or to the attorney general for action pursuant to § 1-25-6.

1-25-7. REFERRAL TO OMC. Upon receiving a referral from a state's attorney or the attorney general, the South Dakota Open Meetings Commission shall examine the complaint and investigatory file submitted by the state's attorney or the attorney general and shall also consider signed written submissions by the persons or entities that are directly involved. Based on the investigatory file submitted by the state's attorney or the attorney general and any written responses, the commission shall issue a written determination on whether the conduct violates this chapter, including a statement of the reasons therefor and findings of fact on each issue and conclusions of law necessary for the proposed decision. The final decision shall be made by a majority of the commission members, with each member's vote set forth in the written decision. The final decision shall be filed with the attorney general and shall be provided to the public entity and or public officer involved, the state's attorney,

and any person that has made a written request for such determinations. If the commission finds a violation of this chapter, the commission shall issue a public reprimand to the offending official or governmental entity. However, no violation found by the commission may be subsequently prosecuted by the state's attorney or the attorney general. All findings and public censures of the commission shall be public records pursuant to § 1-27-1. Sections 1-25-6 to 1-25-9, inclusive, are not subject to the provisions of chapter 1-26.

1-25-8. OMC Members. The South Dakota Open Meeting Commission is comprised of five state's attorneys or deputy state's attorneys appointed by the attorney general. Each commissioner serves at the pleasure of the attorney general. The members of the commission shall choose a chair of the commission annually by majority vote.

1-25-12. DEFINITIONS. Terms used in the open meetings laws mean:

(1) "Official meeting," any meeting of a quorum of a public body at which official business or public policy of that public body is discussed or decided by the public body, whether in person or by means of teleconference or electronic means, including electronic mail, instant messaging, social media, text message, or virtual meeting platform, provided the term does not include communications solely to schedule a meeting or confirm attendance availability for a future meeting;

(2) "Political subdivision," any association, authority, board, municipality, commission, committee, council, county, school district, task force, town, township, or other local governmental entity, which is created by statute, ordinance, or resolution, and is vested with the authority to exercise any sovereign power derived from state law;

(3) "Public body," any political subdivision or the state;

(4) "State," each agency, board, commission, or department of the State of South Dakota, not including the Legislature; and

(5) "Teleconference," an exchange of information by any audio, video, or electronic medium, including the internet.

1-25-13. ANNUAL REVIEW OF OPEN MEETING LAWS. Any agency, as defined in § 1-26-1, or political subdivision of this state, that is required to provide public notice of its meetings pursuant to § 1-25-1.1 or 1-25-1.3 must annually review the following, during an official meeting of the agency or subdivision:

(1) The explanation of the open meeting laws of this state published by the attorney general, pursuant to § 1-11-1; and

(2) Any other material pertaining to the open meeting laws of this state provided by the attorney general.

The agency or subdivision must include in the minutes of the official meeting an acknowledgement that the review was completed.

1-27-1.16. MEETING PACKETS AND MATERIALS.

If a meeting is required to be open to the public pursuant to § 1-25-1 and if any printed material relating to an agenda item of the meeting is prepared or distributed by or at the direction of the governing body or any of its employees and the printed material is distributed before the meeting to all members of the governing body, the material shall either be posted on the governing body's website or made available at the official business office of the governing body at least twenty-four hours prior to the meeting or at the time the material is distributed to the governing body, whichever is later. If the material is not posted to the governing body's website, at least one copy of the printed material shall be available in the meeting room for inspection by any person while the governing body is considering the printed material. However, the provisions of this section do not apply to any printed material or record that is specifically exempt from disclosure under the provisions of this chapter or to any printed material or record regarding the agenda item of an executive or closed meeting held in accordance with § 1-25-2. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to printed material, records, or exhibits involving contested case proceedings held in accordance with the provisions of chapter 1-26.

1-27-1.17. DRAFT MINUTES. The unapproved, draft minutes of any public meeting held pursuant to § 1-25-1 that are required to be kept by law shall be available for inspection by any person within ten business days after the meeting. However, this section does not apply if an audio or video recording of the meeting is available to the public on the governing body's website within five business days after the meeting. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to draft minutes of contested case proceedings held in accordance with the provisions of chapter 1-26.

1-27-1.18. WORKING GROUP REPORTS. Any final recommendations, findings, or reports that result from a meeting of a committee, subcommittee, task force, or other working group which does not meet the definition of a political subdivision or public body pursuant to § 1-25-1, but was appointed by the governing body, shall be reported in open meeting to the governing body which appointed the committee, subcommittee, task force, or other working group. The governing body shall delay taking any official action on the recommendations, findings, or reports until the next meeting of the governing body.

F. Reciprocity Requirements

Journeyman

- 4 years of licensed electrical experience under employment and supervision of licensed contractor

Contractor

- 2 years of licensed journeyman experience under the employment and supervision of licensed contractor

General Requirements

- Must hold a current, unexpired license continuously for one year
- Must take a qualified exam to get the license
- Can only reciprocate a license once
 - Failure to renew license will result in exam requirement in South Dakota
- Cannot have previously held a SD License

G. NASCLA Conference & Membership

Yearly membership dues \$475.

Access to cobranded videos and pamphlets for public education on the importance of licensed contractors.

Invitation to sit on board of directors. The NASCLA Board meets in person **twice a year**:

- **March** at the NASCLA Mid Year Meeting, March 3-5, 2026
- **September** at the NASCLA Annual Conference, TBA, September 14-18, 2026

BOARD OF DIRECTORS POSITION DESCRIPTION

TITLE: Board Member

REPORTS TO: President/Nominations Committee

DESCRIPTION: The business and affairs of the Association shall be managed by the Board of Directors elected by the regular members. Each contractor licensing agency who is a member in good standing with the Association and whose membership fees have been paid in full shall have one vote to elect the Board of Directors.

PURPOSE: The Board of Directors shall establish the governing policies and procedures for the management and operations of the Association. The Board of Directors shall also develop long range policies and strategies, adopt the annual budget, establish membership dues, and elect Association Officers.

RESPONSIBILITIES:

1. Reviews Strategic Plan for continued development of the Association and as it impacts the Association.
2. Participates in formulating annual goals and objectives for the Association and various committees.
3. Remains abreast of assigned NASCLA committees' goals and objectives for the Association.
4. Reviews Board documents, is prepared to present for action items from committee chairs, and is prepared to discuss business and make decisions.
5. Votes on policies and procedures affecting the Association.
6. Attends all scheduled Board of Director meetings: including those in conjunction with annual conference and mid-year meeting.
7. Attends assigned committee meetings at annual and mid-year meetings.
8. If needed, attends or is available by phone/conference call or email for other Board of Director and committee meetings.
9. After each Board meeting: 1) reviews Board decisions/motions, and 2) reviews Board of Director minutes.
10. Maintains "to do" list of individual responsibilities culminating from Board and committee meetings.
11. Confirms committee members and co-chair(s).
12. Reviews audit/financial review annually.
13. Approves annual budget. Monitors budget and interim statements.
14. When traveling on behalf of the Association, abides by the *NASCLA Expense & Travel Policies Manual*.
15. Submits expense form at end of meetings for reimbursement. *Please refer to NASCLA's Expense and Travel Policies Manual.*

16. Sends copies of all correspondence to President and NASCLA office for record retention.
17. Assists in orientation of new Board members (see orientation).
18. Actively participates in NASCLA InfoShare request submissions by NASCLA State Members.



NASCLA Board of Directors Commitment Level Conference Calls and Meetings

I. NASCLA Board of Directors Commitment Level

a. NASCLA Board of Directors Meetings

i. 2 Meetings Annually

1. NASCLA Mid Year Meeting, 2-Day Meeting (Timeframe: March/April)

a. Total Preparation Time to Review Materials and Documents
Prior to the Meeting – 2 Hours

2. NASCLA Annual Conference, 4-Day Meeting (Timeframe: August/September/October)

a. Total Preparation Time to Review Materials and Documents
Prior to the Meeting – 2 Hours

b. Total Preparation Time for 2 Meetings – 4 Hours

**c. Total Time for 2 Meetings – 6 Days, 4 Hours Preparation
Time**

b. NASCLA Board of Directors Conference Calls

i. On an as needed basis

ii. Time Commitment

1. Preparation Time to Review Agenda and Documents Prior to the
Conference Call – 1 Hour

2. Conference Call Time – 1 Hour

3. Total Time 2 Hours Per Conference Call

4. Total Time for Annual Conference Calls – 2 Hours (Potentially)

c. Review/Respond to NASCLA Correspondence, Board of Directors Quarterly Reports and participate in website forum activity, etc.



NASCLA

WELCOME MEMBERS RESOURCE GUIDE



STATE

EVERYTHING YOU NEED
TO KNOW ABOUT YOUR
NASCLA MEMBERSHIP



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WELCOME

Welcome to the National Association of State Contractors Licensing Agencies (NASCLA)! Thank you for joining a national network of your industry peers who are dedicated partners in promoting the health, safety and welfare of the general public. It is NASCLA's mission to promote best practices and license uniformity for agencies that regulate the construction industry.

NASCLA understands your unique need to access information and resources vital to enhancing your professional development. NASCLA is dedicated to providing you with great experiences, a vibrant community and essential tools to support the needs of you and your organization. Access your immediate membership benefits today.

NASCLA ADVANTAGES

NASCLA exists to elevate, regulate, and serve the construction industry. As a member of NASCLA, you gain access to the decades of experience, resources, model legislation, publications, exams, webinars, meetings, and trainings representing the interest of the construction industry. Networking and camaraderie are two of the biggest advantages of becoming a NASCLA Member. You can make your membership work for you by meeting with colleagues and industry professionals like yourself, joining the NASCLA Board of Directors and/or Committees (dependent on membership level), and helping shape and revolutionize the future of our association in the shared mission of regulating the construction industry.



NASCLA STRATEGIC PLAN

NASCLA'S GOALS

GOAL 1

Support best practices in the construction industry that promote quality standards and public safety, mutual interests, and regulation of business practices. Pertinent information to be made available to NASCLA members via educational seminars and informative publications.

GOAL 2

Streamline contractor licensing process by (i) acquiring more states who accept the NASCLA Accredited Examination Program and (ii) reducing licensing barriers.

NASCLA COMMITTEE STRUCTURE

Board Committees

- Executive Committee
- Accredited Examination Program Committee
- Contractors Committee
- Model Legislation Committee
- Nomination Committee

Board Task Forces

- Events Task Force
- Marketing Task Force
- Membership Task Force
- Publications Task Force



MISSION, OBJECTIVES & STRATEGIES

VISION

NASCLA is a leader in promoting excellence in the construction industry through premier publications, uniform examinations and model laws that help to streamline licensing and lower barriers.

MISSION

NASCLA promotes best practices and license uniformity for agencies that regulate the construction industry.

VALUES

Collaboration
Information Exchange
Honesty in All Matters
Strong Focus on Goal Achievement
Ingenuity and Invention
Member Engagement

KEY DIFFERENTIATORS

UNIQUE
MEMBERSHIP

NETWORKING
OPPORTUNITIES

DEPTH OF COMMITMENT
AND KNOWLEDGE OF
THE INDUSTRY

SERVICES
AND RESOURCES

CLEARINGHOUSE
OF INFORMATION

COLLABORATION

STRATEGIC FOCUS AREAS AND OBJECTIVES

I MEMBERSHIP

Expand membership by increasing engagement.

II LICENSE PORTABILITY

Facilitate licensure portability by identifying commonalities and differences among agency requirements and expanding the classifications of national exams by NASCLA.

III REGULATORY RE-ASSESSMENT

Perform internal assessments to reduce barriers for licensure and to identify commonalities between jurisdictions for the benefits of licensees and applicants.

IV BEST PRACTICES & INNOVATION

Develop consumer awareness with technology to support innovative practices for the construction industry.

V COMMUNICATIONS AND OUTREACH

Facilitate communication between members and promote consumer awareness to increase NASCLA's visibility.

2021 – 2023 STRATEGIES

I Modify the NASCLA business model to increase membership of states and contractors (Assigned to NASCLA Membership Task Force)

I Develop new examination classifications for the NASCLA Accredited Examination Program to ease the burden of licensure processes for contractor mobility. (Assigned to NASCLA Accredited Examination Program Committee)

II Review/create model classifications to ease mobility. (Assigned to NASCLA Model Legislation Committee)

III Establish a reciprocity forum at annual convention to help facilitate agreements among licensing agencies. (Assigned to NASCLA Model Legislation Committee)

I Create a self assessment tool for agencies to use to review their processes to identify unnecessary barriers to licensure. (Assigned to NASCLA Model Legislation Committee)

I Develop best practices and promotional content for the construction industry to promote consumer awareness and public protection with opportunities for co-branding. (Assigned to NASCLA Executive Committee, with sub-committees)

I Create and deploy a NASCLA national marketing campaign to promote membership and examinations. (Assigned to NASCLA Executive Committee, with sub-committees)

II Expand remote virtual opportunities, board member training, investigator training, ZOOM training education (Assigned to NASCLA Events Task Force)



NASCLA STATE MEMBER OPPORTUNITIES

FOR MORE INFORMATION

Contact Angie Whitaker
via email or phone:

Email

ANGIEWHITAKER@NASCLA.ORG

Phone

623.587.9354

As a part of your NASCLA State Membership you are entitled to a seat on the NASCLA Board of Directors. We would be happy to schedule a conference call with you to discuss the board position, along with the roles, responsibilities, time commitment and other pertinent information. NASCLA has a secure Board of Directors website page where we house all of the board information and communication, along with board orientation materials, which we can review with you as well. Please let us know if this is of interest and if so your availability to schedule this brief call.

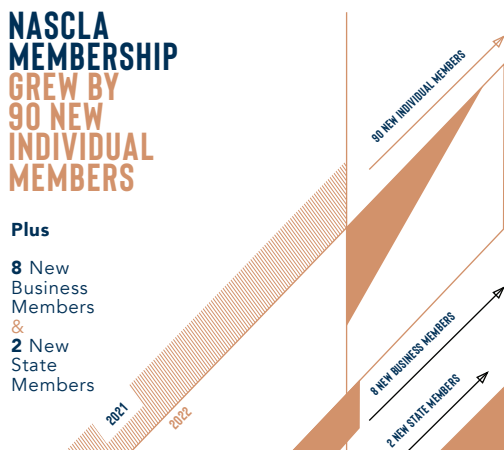


OUR WINS IN NASCLA'S DIAMOND YEAR

NASCLA MEMBERSHIP GREW BY 90 NEW INDIVIDUAL MEMBERS

Plus

8 New
Business
Members
&
2 New
State
Members



**THE HIGHEST
SELLING** NASCLA
Contractors Guide to Business, Law
& Project
Management
publication is
Oregon.



**INCREASED PUBLICATION
SALES TO DATE
BY 21.8%**



NEW STATE MEMBERS

**Alabama Electronic
Security Board
of Licensure (AESBL)**

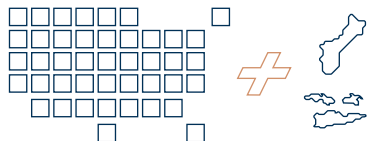
**Nebraska State
Electrical Board (NSEB)**



NASCLA
Accredited
Electrical
Examination
Program

**13 STATE
AGENCIES
ADMINISTERING
AND/OR
ACCEPTING
EXAMINATIONS**

NASCLA IS COMPRISED OF 42 CONTRACTOR LICENSING AGENCIES



Including the Territory of
Guam & the U.S. Virgin Islands

ENHANCEMENT OF MEMBERSHIP BENEFITS & MEMBERSHIP EXPANSION STRATEGIES



ROLLOUT OF NASCLA MEMBERSHIP PACKAGES GO DIGITAL

At the end of Fiscal Year 2021/2022,

NASCLA HAS A TOTAL OF 235 MEMBERS

including

42 State Contractor
Licensing Agencies

18 Business Members

175 Individual Members

42

18

175

NASCLA Contractors
Guides to Business,
Law and Project
Management Editions:

**UPDATED
& RELEASED
5 NASCLA
CONTRACTOR
GUIDES**

**DEVELOPED
ONE NEW
PUBLICATION
FOR WEST
VIRGINIA**

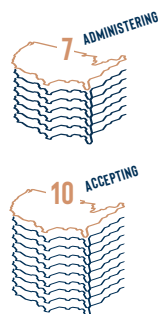
NASCLA ACCREDITED EXAMINATION PROGRAM

THE NASCLA ACCREDITED EXAMINATION PROGRAM
REVENUE HAS INCREASED OVER LAST FISCAL YEAR

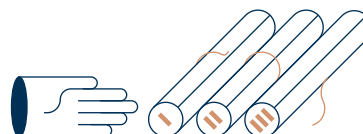
NASCLA Accredited Examinations
are Expanding Across the Nation

NASCLA Accredited Examination
for Commercial General Building Contractors:

**7 STATE AGENCIES ADMINISTERING
& AN ADDITIONAL 10 STATE AGENCIES ACCEPTING
THE ACCREDITED EXAMINATION**



NASCLA AWARDED 3 SCHOLARSHIP RECIPIENTS THIS YEAR



The 4th Annual NASCLA Contractor
Scholarship Awards Program was
launched with 63 applicants, which has
tripled from previous years. The
scholarship funding doubled in all
respected categories this year.



NASCLA established 6
Short-Term & 5 Long-Term
Strategic Planning Goals
by the NASCLA Board of
Directors.

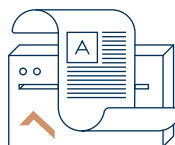
NASCLA Short-Term Goals
to be completed by End
of Year 2022.



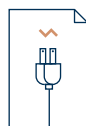
**4 OF THE 6 GOALS
WERE COMPLETED**

**THE REMAINING 2
ARE IN-PROGRESS TO MEET
THE YEAREND DEADLINE**

NASCLA PUBLICATIONS



NASCLA has
fully integrated
the publication
production
process internally



SME'S ENHANCE THE VALIDITY OF THE NASCLA ACCREDITED EXAMS

NASCLA SME Electrical Item Development Meeting, November
30 – December 3, 2021, to write and review new items for
psychometric "Best Practice" compliance. 138 New Items
Written for the Electrical Contractor/Master Electrician Exam.



NASCLA HAS MARKETING OUR CONTINUING EDUCATION PROMO CODE

RV-NASCLA15, which resulted in over 75+ courses taken.



= 75+

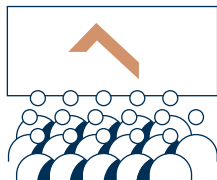
NASCLA 60TH ANNUAL CONFERENCE HIGHLIGHTS

\$69,300 LARGEST SPONSORSHIP TO DATE

109 TOTAL ATTENDEES

49 NEW ATTENDEES

13 PAST PRESIDENTS IN ATTENDANCE



NASCLA NATIONAL AWARDS PROGRAM



INNOVATION IN REGULATION AWARD WINNER

North Carolina Licensing Board
for General Contractors



COMMUNITY SERVICE IN CONTRACTING AWARD WINNER

Crume Installations

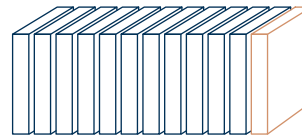
DIGITAL TRANSFORMATION THROUGH VIDEO PRODUCTION

Content Enrichment through Video Production.

11 VIDEOS

1 NATIONAL PSA

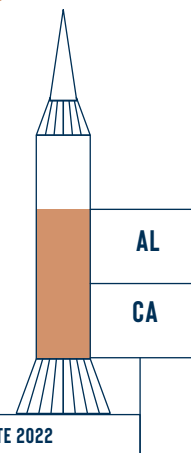
for consumer protection
available for co-branding
with our state agencies.



NASCLA SCHEDULED TO LAUNCH NATIONAL CONTRACTOR LICENSEE DATABASE

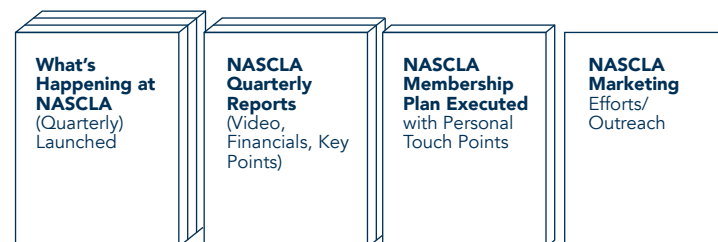
Database Buildout Phase: Completed

2 Pilot State Agencies Onboarded:
Alabama Licensing Board for General Contractors and
California State Contractors License Board



LAUNCHING IN LATE 2022

CONSOLIDATION OF NASCLA COMMUNICATION MEASURES



NASCLA 2022 NATIONAL COORDINATED ENFORCEMENT EFFORTS

The largest program to date with 12 NASCLA State Members
participating revealing 775 issuances that were found non-compliant.



775
ISSUANCES

This initiative supports our
ongoing efforts to fight
against illegal licensed
activity and educate our
consumers to advocate for
regulatory compliance.

FACILITATED CREATIVE & COLLABORATIVE MEETING DISCUSSIONS



RELEVANT EDUCATIONAL OPPORTUNITIES VIRTUALLY, IN-PERSON & REGIONALLY

Development of the NASCLA Investigator Training 3-Part Series



WE CONDUCTED:

NASCLA ATTORNEY TRAINING PROGRAM

NASCLA INVESTIGATOR TRAINING PROGRAM
1st of its kind running concurrently
with the Annual Conference

6 VIRTUAL WEBINARS

& 4 STATE MEMBER CALLS



BENEFITS OF THE NASCLA ACCREDITED EXAMINATION PROGRAM

The NASCLA Accredited Examination Program offers the potential for greater mobility allowing contractors and tradespeople to move quickly between participating states to provide assistance during natural disasters, or to help meet demand in states with a high need but limited supply of qualified contractors. The shared examinations also reduce the need for contractors to spend time, money, and stress traveling to different states to take multiple exams. NASCLA's Accredited Examinations allow for contractors to pass one (1) trade examination that will be accepted in lieu of the state specific trade examinations, allowing for mobility and portability.

Once a candidate has taken and passed a NASCLA Accredited Examination, their exam information is stored in the NASCLA National Examination Database (NED). Candidates can electronically send a regulatory agency their transcript through the database to alert the agency that they have passed one or more of the examinations. Regulatory agencies can then pair the transcript with the

candidate's license application. One of NASCLA's primary goals is to assist contractor licensing agencies with standardization of licensing examinations.

It is important to note that any examination within the NASCLA Accredited Examination Program is not intended in any way to create a "national license" or to be considered a "certification for the trade". Each regulatory agency will continue to maintain their sovereignty and will be in control of the licensing requirements in their state for their individual licensees. Each state agency will continue to keep their requirements for:

- Experience
- Financial Statements
- Character/Criminal Background Check
- State Specific Business/Law Examination
- Etc.

There are two (2) options to participate in the program,

ACCEPTANCE

and/or

ADMINISTRATION

Agencies can ACCEPT an examination(s) as a waiver in lieu of their specific trade portion.

Agencies can also ADMINISTER the examination(s) in addition to or to replace their own agency's specific trade examination through their preferred testing provider.



MEMBERS ONLY WEBSITE ACCESS

As a NASCLA member you have exclusive access to valuable resources and information in the Members Only section of nascla.org including:

- **Member Reference Library** which includes consumer publications, NASCLA Model Legislation and other information.
nascla.org/MemberReferences
- **Track Bills & State Legislation** through NASCLA's partnership with a nationwide legislative tracking platform that tracks legislation across all 50 states and congress. (This is a \$3,000 annual savings as a part of your NASCLA Membership!)
nascla.org/BillTrack
- **Top Regulatory Cases** affecting the construction industry and regulatory agencies.
nascla.org/TopRegulatoryCases
- **Toolkit for Contractor Regulators** provides a variety of best practices from other states which you can use to customize your very own programs without reinventing the wheel. Some of the highlighted programs include Elderly Abuse Prevention Program, Disaster Response Program and Understanding the Board's Role in a Legislative Environment to name a few!
nascla.org/Toolkit
- **Contractors Disciplinary Database** is a tool used to pre-screen contractor applicants. The information contained in the database is a direct reflection of the completeness and accuracy of the revocations reported to it.
nascla.org/DisciplinaryDatabase

Members Only Website Access!



To access the Members Only portion of the website go to nascla.org and enter your login information under *Sign In* at the top right-hand corner of the page.

If you have misplaced this information, please email info@nascla.org.

- **Community Forums** are available for Executive Directors, Attorneys, Public Information Officers Enforcement/ Investigators, IT Personnel, and Contractors. Communicate and engage with your counterparts nationally.
nascla.org/ExecutiveDirectors
- **Active Member Directory Search** allows you to search contact information for any NASCLA Member.
nascla.org/MemberDirectory
- **NASCLA Continuing Education Program** provides state contractor licensing agencies and its licensees with a solution to manage their existing programs and/or newly implemented programs for Pre-licensure, Continuing Education and Disciplinary Remedial Action Training. **Receive a 15% discount** when using promo code: **RV-NASCLA15** at check out.
nascla.org/CEP



— **Carve Out Your Networking Schedule | NASCLA Programs and Events**

NASCLA is committed to providing the best resources, tools and networking opportunities through our Annual Meeting and Trainings. Please visit nascla.org/ProgramEvents for a complete list of educational opportunities.

— **Expand your Industry Knowledge | NASCLA News**

As a member you will receive an electronic copy of What's Happening at NASCLA in E-Blasts which will keep you up to date on current association news and member spotlights. You can view the latest information and archived by visiting nascla.org/news.

— **Discover a Vast Array of Resources & Publications Right at your Fingertips!**

No need to reinvent the wheel! You now have access to NASCLA's resource & publication collection by visiting: nascla.org/MemberReferences.

NASCLA can develop a customized publication for your state agency. To view NASCLA Publications, please visit the bookstore at: nascla.org/store

— **NASCLA's Social Media Presence**

In an effort to connect with the contractor community NASCLA has also gone social by launching our official NASCLA social media accounts. "Like" and follow us to stay up to date on NASCLA News Releases, Press Releases, Conference Information and much more!



— **NASCLA's State Member Calls**

The purpose of NASCLA's State Member Calls is to give our members an informal, virtual forum to be able to connect and collaborate with industry peers. These calls are conducted quarterly and we strongly encourage inviting your key personnel to join.

— **NASCLA's Annual Mission**

NASCLA is committed to offering time, finances, and resources to help tackle community issues throughout the United States by conducting annual missions. To learn more, please visit: nascla.org/annualmission

— **NASCLA Proud Member Logo**

You Made It, You're a NASCLA Proud Member, You'll Want To Promote This...

Receive a download and brand guidelines by emailing info@nascla.org



NASCLA CONTRACTORS DISCIPLINARY DATABASE

As a NASCLA State Member you have access to valuable information in the NASCLA Contractors Disciplinary Database including:

- Use of the Contractors Disciplinary Database to pre-screen contractor applicants.
- Access to names of over 21,000 individuals who were listed as principals on revoked contractor licenses.
- Multiple Search fields: first/last name, company name or do a general search by state.
- Opportunity to directly submit disciplinary actions electronically to this website, either through a CSV/XML file or individually.

To access the NASCLA Contractors Disciplinary Database portion of the website, please go to



in your Internet Browser and enter your login information. Please note, this is the same platform which houses the NASCLA National Examination Database (NED).

If you have misplaced this information, please email info@nascla.org.

* Please note, this username/password is not connected to your NASCLA State Membership password on the Members Only section of nascla.org.

** Interface isn't compatible with Internet Explorer.



TRANSCRIPT ACCESS

Already passed a NASCLA Accredited Examination?

Sign in below for transcript access.

☐ Remember me

[Forgot Password ?](#)



I hope you found this NASCLA Membership Resources Guide an informative resource highlighting your new membership benefits. I encourage you to access the “Members Only” section of the NASCLA website to peruse the resources and features that will assist your organization in the shared mission of regulating the construction industry. [Click here to Login!](#)

Take full advantage of your membership by encouraging key staff members to contact NASCLA Staff at info@nascla.org and coordinate the creation of their own profiles where they will be able to gain access to decades of experience, resources, model legislation, publications, examinations, and educational training representing the interest of the construction industry. Make your membership work for you and your staff!

If you have any questions, please contact the association office at (623) 587-9354. On behalf of NASCLA, we look forward to your involvement with the association in the coming years.

Sincerely,



Angie Whitaker, CAE
NASCLA Executive Director

N A S C L A



M E M B E R S H I P

G U I D E

THANK YOU



23309 N 17TH DR P 623.587.9354
BLDG 1, SUITE 110 F 623.587.9625
PHOENIX, AZ
85027

nascla.org

NASCLA NATIONAL CONTRACTOR LICENSEE DATABASE

Streamline your licensing operations with NASCLA's trusted verification tool.

National Association of State Contractors Licensing Agencies

Why Participate?

The NASCLA Contractor Licensee Database is a centralized tool designed to simplify contractor verification, improve licensing efficiency, and enhance regulatory oversight. It helps state agencies save time, reduce administrative burdens, and maintain accurate data.



What NASCLA Participating States Are Saying

The NASCLA Contractor Licensee Database gives our agency instant access to reliable licensing information — a vital tool for verifying personnel quickly and accurately.

California Contractors State License Board

Checking every applicant against the NASCLA database has become a key part of our licensing process. Most come back clear, just as we hope to see.

Mississippi State Board of Contractors

How the NASCLA Contractor Licensee Database Works



STATE AGENCY SUBMITS DATA

Via secure API, FTP, CSV, Excel, or JSON



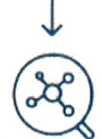
AUTOMATIC DATA VALIDATION

System checks entries for completeness, accuracy, and formatting



SECURE STORAGE & INTEGRATION

Data securely stored with encryption; Integrates with PrimTek and other tools



REAL-TIME ACCESS ACROSS JURISDICTIONS

Agencies retrieve licensee data instantly for verification



CONTINUOUS UPDATES

Automated refresh every 24-48 hours for up-to-date records

KEY BENEFITS

Faster License Verification:

Instantly view up-to-date contractor records.

Simplified Licensing Across States:

Cut paperwork and speed up approvals.

Improved Compliance Tracking:

Quickly spot unlicensed or fraudulent activity.

DATA ACCURACY & SECURITY

Auto-Validated Data:

Verifies data before it enters the system.

Ongoing Audits:

Keeps records consistent and accurate.

Restricted Access:

Authorized users only, with secure login controls.

IT SETUP & SUPPORT

Easy Integration:

Assistance provided during agency setup.

Fast Search Tools:

Instantly find contractor records.

Robust Security:

Protected with encryption and best practices.

Participating State Agencies



32 of 45



A CONSUMER'S GUIDE TO **HOME IMPROVEMENT CONTRACTS**



NASCLA

NASCLA
Nails It!

Revolutionizing
Contractor Regulation

33 of 45



WHAT TO KNOW BEFORE SIGNING A CONTRACT

What information should be in your contract before you sign?

THE CONTRACTOR'S COMPLETE INFORMATION.

Include the company's name, address, phone number, and the full name and license number of the builder/contractor and the salesperson.

A DETAILED DESCRIPTION OF THE WORK TO BE DONE.

Include specifics on materials such as color, quantity, size, model number, brand name, product and cost.

THE TOTAL CONTRACT PRICE.

This is the exact dollar amount the contractor will be owed at the completion of work listed in the contract.

A PAYMENT SCHEDULE THAT PARALLELS THE AMOUNT OF WORK COMPLETED.

This schedule includes a "retention" (a percentage of each payment towards the total job completed which you retain until the job is completed). Be sure to include all payments to subcontractors and suppliers as well.

THE WORK START AND COMPLETION DATES.

Allow for any reasonable delays. This should also include a clause that allows for you to withhold payment if work slows down for no apparent reason.

A STATEMENT OF PERMIT RESPONSIBILITY.

Clearly indicate that all required building permits and variances required by your city, state, and county will be obtained by the contractor before any work begins.

A GUARANTEE OF LIABILITY COVERAGE.

Obtain proof that the contractor carries liability insurance and has Workers' Compensation coverage to protect you in case of accidents on the job.

A STATEMENT OF WARRANTY ON THE WORK.

Be sure it indicates that the labor and materials are guaranteed and for how long. Include the names and addresses of the parties honoring the warranties.

A STATEMENT OF DETAILS.

This should include what cleanup and removal of debris and materials will be done by the contractor and when. It should also provide instructions regarding pets, children, or areas where materials may not be stored.

A RIGHT TO CANCEL CLAUSE.

Detail the time frame in which you may cancel after the contract has been signed along with any penalties that you may incur when canceling after work has begun.

ALWAYS REQUIRE A SIGNED CONTRACT



TIPS

What does your contract SAY?

This important information can save you from unnecessary financial and emotional loss.

What exactly is a CONTRACT?

A contract is a written agreement between two or more people. A contract is legally binding when signed by all parties.

Before any work begins on your project, follow these few steps to ensure that your contract contains the necessary information needed to protect you should serious questions or a dispute arise between you and your contractor.

ADDITIONAL RESOURCES

FEDERAL EMERGENCY MANAGEMENT AGENCY

800.621.3362
www.fema.gov

BETTER BUSINESS BUREAU

703.276.0100
www.bbb.org

FEDERAL TRADE COMMISSION

202.326.2222
www.ftc.gov

STATE CONSUMER PROTECTION AGENCIES

844.872.4681
www.usa.gov/state-consumer

NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

202.326.6000
www.naag.org

THIS VALUABLE INFORMATION IS PROVIDED COURTESY OF:



SOUTH DAKOTA
DEPT. OF LABOR
& REGULATION

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION

217 W. MISSOURI AVE
PIERRE, SOUTH DAKOTA 57501

PHONE 605.773.3573
EMAIL electrical@state.sd.us

W W W . D L R . S D . G O V



NASCLA

National Association of State
Contractors Licensing Agencies

NASCLA
Nails It! Revolutionizing
Contractor Regulation

NATIONAL ASSOCIATION OF STATE CONTRACTORS LICENSING AGENCIES

23309 N 17TH DR, SUITE 110
PHOENIX, ARIZONA 85027

PHONE 623.587.9354
EMAIL info@nascla.org

A CONSUMER'S GUIDE TO **HIRING** **A LICENSED** **CONTRACTOR**

**Protect yourself before you
build or remodel your house!**

These **10** important tips can
save you from substantial
financial and emotional loss.



NASCLA

NASCLA
Nails It!

Revolutionizing
Contractor Regulation

36 of 45

TOP 10 TIPS WHEN HIRING A CONTRACTOR

1 PLAN YOUR PROJECT

Detail out what you want done and who you will need to complete it. No two projects are the same and may require a specially licensed contractor.

2 GET 2-3 ESTIMATES

When comparing estimates from different contractors, don't just compare the bottom line cost. Look at the cost and quality of materials for each one. Be sure the estimate includes the total price, the materials to be used, a time table for payments and the expected timeline for completion of the work.

3 VERIFY THE CONTRACTOR'S LICENSE

Get proof that the contractor you may be working with is licensed or registered. Contact your state's regulatory agency to check the status of their license. Only work with contractors who are currently licensed or registered.

4 CHECK AT LEAST 3 REFERENCES

Ask your contractor for three written references. When speaking with the references ask if they were satisfied with the contractor's work and if the contractor kept to the schedule and contract terms.

5 REQUIRE A WRITTEN CONTRACT

The contract should be a detailed description of the work to be done, the material to be used, and the equipment to be installed. Be sure there is a schedule of payments and a timeline for when the work will be completed. Be sure you understand the contract before you sign it. Any changes that occur should be noted in writing.

6 DON'T MAKE A LARGE DOWN PAYMENT

The down payment you pay in order for work to begin should be minimal. Beware of a contractor who is asking for a large payment so that they can purchase the materials to begin your project.

7 MAKE PAYMENTS AS WORK IS COMPLETED

Set up a payment schedule that follows the work as it is being completed. Never pay for something that has not been completed. Do not pay for anything in cash.

3 MONITOR THE JOB IN PROGRESS

Check in regularly on the progress of the work. Any and all permits should be displayed by the contractor while the work is being done.

4 DON'T MAKE THE FINAL PAYMENT UNTIL THE JOB IS COMPLETE

Before making the final payment make sure that you are satisfied with the completed work. Verify that any and all liens have been released.

10 KEEP ALL PAPERWORK RELATED TO YOUR JOB

Be sure to keep a record of all documents that pertain to your project. This includes the contract, any written changes, all bills and invoices, receipts of payments, and all correspondence with your contractor. You should also include photos of the job in progress.

YOUR HOME IS A SERIOUS INVESTMENT.

TAKE IT SERIOUSLY.

ALWAYS HIRE A LICENSED CONTRACTOR.



TIPS

ADDITIONAL RESOURCES

Be Aware of These Contractor Scams and Warning Signs

DOOR-TO-DOOR SOLICITATIONS

HIGH PRESSURE SALES

SCARE TACTICS

DEMAND FOR CASH

UNUSUALLY LARGE DOWN PAYMENTS

VERBAL AGREEMENTS

EXTREMELY LOW BIDS

NO PERMANENT PLACE OF BUSINESS

NO CONTRACT

NO INSURANCE

INADEQUATE REFERENCES

SPECIAL DEALS

FEDERAL EMERGENCY MANAGEMENT AGENCY

800.621.3362
www.fema.gov

BETTER BUSINESS BUREAU

703.276.0100
www.bbb.org

FEDERAL TRADE COMMISSION

202.326.2222
www.ftc.gov

STATE CONSUMER PROTECTION AGENCIES

844.872.4681
www.usa.gov/state-consumer

NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

202.326.6000
www.naag.org

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**SOUTH DAKOTA
DEPARTMENT OF LABOR
AND REGULATION**

217 W. MISSOURI AVE
PIERRE, SOUTH DAKOTA 57501

PHONE 605.773.3573
EMAIL electrical@state.sd.us

W W W . D L R . S D . G O V



**NATIONAL ASSOCIATION
OF STATE CONTRACTORS
LICENSING AGENCIES**

23309 N 17TH DR, SUITE 110
PHOENIX, ARIZONA 85027

PHONE 623.587.9354
EMAIL info@nascla.org

2026 Bill Draft: DLR 1

Most recent version as of: **9:00AM 08/28/2025**

FOR AN ACT ENTITLED, An act to discontinue Class B electricians licenses after July 1, 2026.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

Section 1. That § 36-16-2 be AMENDED:

Nothing in this chapter shall in any way prohibit, interfere, or affect Class B Electricians licensed prior to July 1, 2026, from practicing their respective profession that their respective licenses permitted at the time said licenses were granted.

36-16-2. Definition of terms.

Terms used in this chapter mean:

(1) "Apprentice electrician," a person learning the trade under the supervision and employment of an electrical contractor, journeyman electrician ~~or Class B electrician~~, or a person learning the trade under the supervision of a 501(d) electrician, or a person employed by a public entity or private corporation, firm or partnership who is learning the trade under the supervision of an electrical contractor ~~or Class B electrician~~ who is employed by the same public entity or private corporation, limited liability company, firm, or partnership;

~~(2) "Class B electrician," a person having the necessary qualifications, training, technical knowledge and at least thirty-six months' experience in wiring, installing and repairing electrical apparatus and equipment in accordance with the standard rules established by the State Electrical Commission;~~

~~(3)~~⁽²⁾ "Electrical contractor," a person having the necessary qualifications, training, experience, and technical knowledge to plan, lay out, and supervise the installation and repair of electrical wiring, apparatus, and equipment for electric light, heat and power in accordance with the

standard rules governing such work; and who undertakes or offers to undertake with another to plan for, lay out, supervise and install or to make additions, alterations and repairs in the installation of such work;

~~(4)~~(3) "Electrical inspector," a person experienced in all classes of electrical work and either:

(a) Is a graduate of a recognized electrical school as approved by State Electrical Commission rules and has a total of four years of experience in electrical work, excluding school experience, or

(b) Has at least six years of practical experience in electrical wiring.

A qualified inspector may be issued an electrical contractor's license if the qualified inspector pays the necessary fees as set forth in this chapter;

~~(5)~~(4) "Journeyman electrician," a person having the necessary qualifications, training, technical knowledge and at least four years of experience in wiring, installing, and repairing electrical apparatus and equipment in accordance with the standard rules established by the State Electrical Commission;

~~(6)~~(5) "Maintenance electrician," a person working under a maintenance electrician's license of a public entity, firm, partnership, limited liability company, or corporation;

~~(7)~~(6) "501(d) electrician," a person having the necessary qualifications, training and technical knowledge in wiring, installing, and repairing electrical apparatus and equipment in accordance with the administrative rules promulgated by the State Electrical Commission, pursuant to chapter 1-26.

A 501(d) licensee is restricted to wiring on 501(d) properties within the State of South Dakota.

501(d) is the reference to the federal internal revenue code that provides the exemption for a religious or apostolic association or corporation.

Section 2. That § 36-16-13.3 be AMENDED:

36-16-13.3. Inactive license--Performance of job requiring license prohibited--Exemption--
Change of inactive license.

Nothing in this chapter shall in any way prohibit, interfere, or affect Class B Electricians licensed prior to July 1, 2026, from practicing their profession as the Class B license permitted at the time the license was granted.

The State Electrical Commission may issue an ~~inactive Class B electrician license~~, inactive electrical contractor license, an inactive 501(d) electrician license, and an inactive journeyman electrician license. No person holding an inactive license may perform any job requiring ~~a Class B electrician or an~~ electrical contractor's license. The person holding any inactive license is exempt from the requirements of § 36-16-20. The commission may promulgate rules to determine the requirements a person holding an inactive license shall meet if the person applies to change his inactive license to a license allowing him to perform work for which a license is required.

Section 3. That § 36-16-14 be AMENDED:

Nothing in this chapter shall in any way prohibit, interfere, or affect Class B Electricians licensed prior to July 1, 2026, from practicing their profession as the Class B license permitted at the time the license was granted.

36-16-14. Contractor license required for installation of wiring or parts ~~—Farm and residential wiring by Class B electrician.~~

No contract, agreement, or understanding with another for the installation of electrical wiring or the installation of electrical parts of other apparatus shall be entered into by anyone not an electrical contractor. ~~Provided, however, that a Class B electrician, as defined in § 36-16-2, is authorized to enter into a contract, undertaking, or agreement for the installation of electrical wiring and his authority under the contract, undertaking or agreement is limited to the installation of farm electrical wiring, residential electrical wiring, the installation of electrical equipment, appliances and apparatus, in relation to said farm and residential wiring.~~

Section 4. That § 36-16-16 be AMENDED:

Nothing in this chapter shall in any way prohibit, interfere, or affect Class B Electricians licensed prior to July 1, 2026, from practicing their profession as the Class B license permitted at the time the license was granted.

36-16-16. Persons exempt from license requirement.

The following persons are not required to hold an electrician's license:

(1) An employee of a utility engaged in the manufacture and distribution of electrical energy if engaged in work directly pertaining to the manufacture and distribution of electrical energy, or a person that is engaged in work pertaining directly to such services if the work is designed, supervised, or installed by a person qualified in the work being done. This exemption terminates at the first point of service attachment, except for the installing or testing of electric meters and measuring devices and the maintenance of their service;

(2) An employee of telephone, telegraph, radio and television communication services and pipelines, or a person that is engaged in work pertaining directly to such services if the work is designed, supervised or installed by a person qualified in the work being done;

(3) A person doing electrical work on automotive equipment, on equipment in a mine, ship, railway, or rolling stock, or on equipment in a packing plant supervised and regulated by the Department of Agriculture and Natural Resources;

(4) A person replacing a lamp and connection of a portable electrical device to a suitable receptacle that has been permanently installed;

(5) A radio and appliance service repair department;

(6) A person doing maintenance on an oil burner and on a space heater where installation of same has been effected by a ~~Class B~~ or journeyman electrician in accordance with this chapter;

(7) An architect, designer, or engineer engaged in the planning and laying out of electrical work;

(8) An employee of an electrical utility engaged in the installation and maintenance of utility street lighting, traffic signal devices or electric utility-owned security lights or persons or companies when engaged in work pertaining directly to such services, if the work is designed, supervised, or installed by a person qualified in the work being done; or

(9) An employee of an alarm and communications company or service when wiring an alarm or communications system where the system is classified as power limited class 2 or class 3 signaling circuits, power limited fire protective signaling circuits, class 2 or class 3 alarm circuits, or communications circuits or systems; or a person or a company when engaged in work pertaining directly to such wiring, if the work is designed, supervised, or installed by a person qualified in the work being done.

Section 5. That § 36-16-17 be AMENDED:

36-16-17. Licenses--Biennial fees.

Nothing in this chapter shall in any way prohibit, interfere, or affect Class B Electricians licensed prior to July 1, 2026, from practicing their profession as the Class B license permitted at the time the license was granted.

The State Electrical Commission shall promulgate rules, pursuant to chapter 1-26, to establish and collect biennial fees for licenses. The class of electricians who may be licensed under this chapter, and biennial fees required to be paid for the license, may not exceed the following:

- (1) Electrical contractor: biennial license fee, two hundred dollars;
- (2) Journeyman electrician: biennial license fee, eighty dollars;
- ~~(3) Class B electrician: biennial license fee, two hundred dollars;~~
- (4) Electrical inspector: biennial license fee, one hundred twenty dollars;
- (5) ~~Inactive Class B electrician, inactive~~ electrical contractor, inactive 501(d) electrician, or inactive journeyman electrician: biennial license fee, eighty dollars;

(6) Maintenance electrician: biennial license fee, one hundred twenty dollars;

(7) 501(d) electrician; biennial license fee, one hundred twenty dollars.

Before a license is granted to any applicant and for the biennial renewal of such license the applicant shall pay to the treasurer the fee required for the class of license applied for.

Section 6. That § 36-16-19 be AMENDED:

Nothing in this chapter shall in any way prohibit, interfere, or affect Class B Electricians licensed prior to July 1, 2026, from practicing their profession as the Class B license permitted at the time the license was granted.

36-16-19. Experience required for contractor's license.

A person shall have at least two years of experience as a journeyman electrician ~~or at least one year of commercial experience as a Class B electrician~~ before making application for an electrical contractor's license.

Section 7. That § 36-16-20 be AMENDED:

Nothing in this chapter shall in any way prohibit, interfere, or affect Class B Electricians licensed prior to July 1, 2026, from practicing their profession as the Class B license permitted at the time the license was granted.

36-16-20. Undertaking and insurance required of contractor ~~or Class B electrician~~--Initial and renewal deposit--Disbursement from fund--Waiver.

Before receiving a license as an electrical contractor ~~or as a Class B electrician~~, an applicant shall execute and deposit with the State Electrical Commission an undertaking in the sum of ten thousand dollars, and a public liability insurance policy in a sum of not less than one hundred thousand dollars per occurrence and three hundred thousand dollars aggregate limit for bodily injury and property damage insurance with limits of not less than twenty-five thousand dollars per occurrence or a combined single limit of three hundred thousand dollars, or security approved by the

commission in a sum equal to that amount, conditioned for the faithful performance of all electrical work undertaken by the electrician and the strict compliance with all the provisions of this chapter and the requirements of the commission. The required undertaking and liability insurance shall be in force at all times with certificates of insurance on file in the commission office. No electrical contractor or ~~Class B electrician~~ licensed under the provisions of this chapter need furnish any additional undertaking for municipal license as such contractor or electrician. In the case of a partnership or corporation, the licensed person is exempt from insurance or undertaking requirements if the employer satisfies the requirements. In addition, a deposit shall be made with the commission in the amount of fifty dollars at the time of the execution of the undertaking and biennially at the time of renewal of the applicant's license. Deposits shall be accumulated by the commission in a special fund to be used for the correction or completion of installations which the contractor or ~~Class B electrician~~ refuses or is unable to correct or complete, for uncollectable inspection fees or administrative fees, administrative costs of maintaining the fund and costs of enforcing provisions of this section. Disbursement from the fund may not exceed ten thousand dollars per occurrence. The commission shall waive the deposit at the time of renewal of the license for electricians who have made an initial deposit under this section if at the time of renewal the fund exceeds fifty thousand dollars. The commission may prescribe forms for the undertaking and may promulgate rules in accordance with chapter 1-26 as necessary to carry out the intent of this section.