



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
DEPARTMENT OF STATE  
DIVISION OF PROFESSIONAL REGULATION  
**BOARD OF ELECTRICAL EXAMINERS**

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: DPR.DELAWARE.GOV

**APPLICATION FOR LICENSURE AS ELECTRICIAN  
INSTRUCTION SHEET**

**Information about Board Meetings**

Board meetings are normally scheduled for the first Wednesday of the month. (The Board does not meet in August and December.) To assure consideration of your license application at the next Board meeting, the Board office must receive all required documents as explained in this Instruction Sheet no later than 4:30 PM ten full working days before the Board's meeting date. Allow 4-8 weeks to receive your license.

If you have questions, email [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us) or call (302) 744-4500.

**Licensure by Examination Checklist**

If you are applying for an original license by examination, the Board of Electrical Examiners must approve you to sit for the examination. Submit the following items for Board approval at least 45 days before the scheduled test date (Section 4.1 of the Board's [Rules and Regulations](#)):

- Submit completed, signed and notarized [application form](#).
- Enclose [processing fee](#) by check or money order made payable to "State of Delaware." For fee amount, go to [dpr.delaware.gov](http://dpr.delaware.gov). Click on "Electrician" and then "Fee Schedule."
- Submit proof of experience. The experience requirement depends on which kind of license you are applying for.

IF you are applying for...	THEN submit...
Master Electrician	<ul style="list-style-type: none"> <li>• <a href="#">Verification of Employment</a> form showing six years full-time experience under the supervision of a licensed master electrician.</li> <li style="text-align: center;"><b>or</b></li> <li>• Approved training verified by a certificate of completion of apprenticeship from any bona fide, registered apprenticeship program of another state.</li> <li style="text-align: center;"><b>or</b></li> <li>• <a href="#">Verification of Employment</a> form showing four years full-time experience under the supervision of a licensed master electrician plus proof of two years of technical training.</li> </ul>
Limited Electrician	<a href="#">Verification of Employment</a> form showing three years full-time experience under the supervision of a licensed master or limited electrician.
Master Electrician Special	<a href="#">Verification of Employment</a> form showing six years full-time experience <i>in the area(s) of specialty</i> under the supervision of a licensed master electrician or master electrician special.
Limited Electrician Special	<a href="#">Verification of Employment</a> form showing three years full-time experience <i>in the area(s) of specialty</i> under the supervision of a licensed master electrician, master electrician or limited electrician special.

- If you cannot obtain the required [Verification of Employment](#) form from the supervising licensed electrician, submit tax form W-2 showing full-time employment **and** a letter explaining why you cannot obtain the form. Acceptance of proof other than the [Verification of Employment](#) form is at the discretion of the Board.

When the Board has approved your application, the Board office will send you the examination registration form. For more information, see [Testing](#).

### Licensure by Reciprocity Checklist

- Submit completed, signed and notarized [application form](#).
- Enclose [processing fee](#) by check or money order made payable to "State of Delaware." For fee amount, go to [dpr.delaware.gov](http://dpr.delaware.gov). Click on "Electrician" and then "Fee Schedule."
- Submit proof of general liability insurance of at least \$300,000.00
- Arrange for a letter of good standing and a copy of the State's law and rules and regulations to be sent from **each** state where you hold, or have ever held, an individual electrical license directly to the Delaware Board office.

In addition to the requirements above, you must submit proof of experience *if none of the states where you hold a current license has licensure standards "substantially similar" to those of Delaware*. Use this table to decide whether to submit proof of experience.

IF you are currently licensed in one of these states...	THEN the licensure standards (see note below)...	AND you...
Michigan, Wyoming	are substantially similar	do <u>not</u> need to submit any proof of experience.
Arkansas, Colorado, D.C., Florida, Georgia, Maine, Maryland, Massachusetts, Nebraska, Nevada, New Hampshire, New Jersey, North Carolina, Ohio, Texas, Vermont, Virginia, West Virginia	are <u>not</u> substantially similar	must submit proof of experience for a <i>minimum of five years after licensure</i> : <ul style="list-style-type: none"> <li>• For periods of <i>employment</i>, submit a <i>Verification of Employment</i> form describing your experience. If you cannot obtain the required form from the supervising licensed electrician, you may substitute tax W-2 forms showing full-time employment. <u>Include a letter explaining why you cannot obtain the form.</u></li> <li>• For periods of <i>self-employment</i>, you may submit tax form Schedule C as proof of experience.</li> </ul>
A State or jurisdiction <u>not</u> listed above.	must be evaluated by the Board.	must submit a copy of the other State's law and regulations for evaluation.

Note: The determination of substantial equivalence may change based, for example, on changes in the other jurisdiction's statute.

### Specialty Licenses

If you do not qualify as a Master Electrician but have knowledge in an area(s) of specialty, you may apply for a Master Electrician Special license:

- Electric Signs
- Elevators
- HVAC
- Primary Distribution Systems
- Pools
- Refrigeration

If you do not qualify as a Limited Electrician but have knowledge in an area(s) of specialty, you may apply for a Limited Electrician Special license:

- Elevators
- HVAC
- Pools



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## APPLICATION FOR LICENSURE AS ELECTRICIAN

### TYPE OF APPLICATION

1. Show which type of license you are applying for (check one):

- Master Electrician       Master Electrician Special - Specialty: \_\_\_\_\_  
 Limited Electrician       Limited Electrician Special - Specialty: \_\_\_\_\_

2. Show the method of licensure (check one):

- Reciprocal** – I hold a current license in at least one State other than Delaware. **Complete Sections A, B, and D.**  
 **Original** – I do not hold a current license in another State. **Complete Sections A, C, and D.**

3. Do you currently hold a Delaware Limited Electrician license? Yes  No  If yes, enter license number:  
T2- \_\_\_\_\_

### SECTION A: IDENTIFYING AND CONTACT INFORMATION – All applicants complete this section.

4. Name: \_\_\_\_\_  
Last First Middle

5. Date of Birth (mm/dd/yyyy): \_\_\_\_\_

6. Have you been issued a U.S. Social Security Number? Yes  No
- If yes, enter your SSN: \_\_\_\_\_
  - If no, you must file a *Request for Exemption from Social Security Number Requirement*.

7. Mailing Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip code

8. Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

9. Email: \_\_\_\_\_

### SECTION B: LICENSURE & WORK HISTORY - Applicants for *reciprocal licensure* complete this section.

10. List all licenses you now hold, or have ever held, as an electrician:

STATE	LICENSE NUMBER	IS THIS LICENSE <i>CURRENT</i> ?
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>



**SECTION C: APPRENTICESHIP/TRAINING/EXPERIENCE - Applicants for *original licensure* complete this section.**

12. Have you completed a registered apprenticeship program? Yes  No  **If yes, enter:**  
Supervisor: \_\_\_\_\_ Supervisor's License Number: \_\_\_\_\_  
**Enclose a copy of the *Certificate of Completion*.**
13. Have you completed technical training (not including training used to achieve the *Certificate of Completion* in an apprenticeship program)? Yes  No  **If yes, arrange for the school to send an official transcript *directly* to the Board office.**
14. List your related, full-time employment beginning with the most recent. You may add additional sheets as needed.

Employer Name: _____			
Employer Address: _____			
	Street		
_____	_____	_____	_____
City	State	Zip	
Your Job Title: _____		Employment Dates: _____	
		From	To
Description of Duties: _____			
_____			
_____			

Employer Name: _____			
Employer Address: _____			
	Street		
_____	_____	_____	_____
City	State	Zip	
Your Job Title: _____		Employment Dates: _____	
		From	To
Description of Duties: _____			
_____			
_____			

Employer Name: _____			
Employer Address: _____			
	Street		
_____	_____	_____	_____
City	State	Zip	
Your Job Title: _____		Employment Dates: _____	
		From	To
Description of Duties: _____			
_____			
_____			

**As proof of the above experience, submit *Verification of Employment* forms or tax form W-2's.** If you cannot obtain the required form from the supervising licensed electrician, you may substitute tax W-2 forms showing full-time employment. **Include a letter explaining why you cannot obtain the form.**

**SECTION D: DISCLOSURES - All applicants complete this section.**

- 15. Have you been the recipient of any administrative penalties regarding your practice as an electrician such as fines, formal reprimands, license suspension or revocation (except for non-payment of fees), probationary limitations, or been a party to a "consent agreement" containing conditions placed by a Board on your professional conduct and practice including any voluntary surrender of a license? Yes  No  **If yes, provide documentation of the action.**
- 16. Do you have any disciplinary proceedings or unresolved complaints pending against you in any jurisdiction where you have previously been or are currently licensed or registered? Yes  No  **If yes, provide documentation of the proceeding or complaint.**
- 17. Do you have any impairment related to drugs or alcohol that would limit your ability to act as an electrician in a manner consistent with the safety of the public? Yes  No
- 18. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or any other criminal offense in any jurisdiction? Yes  No  **If yes, submit a certified copy of your criminal history record.**

**To assure consideration of your license application at the next Board meeting, the Board office must receive all of these items no later than 4:30 PM ten full working days before the Board's meeting date:**

- **Completed, signed and notarized application form**
- **Fee payment**
- **All required supporting documentation.**

**Applications that are not complete within six (6) months of filing may be considered abandoned and discarded.**

**When your application is complete, please allow 4-8 weeks to receive your license.**

**AFFIDAVIT**

I hereby swear or affirm that the information contained in this application is correct and I understand that any intentionally fraudulent information will be reported to the Attorney General.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

County of \_\_\_\_\_ State of \_\_\_\_\_

Sworn or affirmed before me a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Notary Signature: \_\_\_\_\_

SEAL

My commission expires on \_\_\_\_\_.

**APPLICATIONS THAT ARE UNSIGNED, NOT NOTARIZED, INCOMPLETE OR SUBMITTED WITHOUT THE REQUIRED FEE WILL BE REJECTED.**