



CANNON BUILDING
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STATE OF DELAWARE
BOARD OF ELECTRICAL EXAMINERS

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APPLICATION FOR LICENSURE AS A JOURNEYPerson ELECTRICIAN INSTRUCTION SHEET

General Information

To perform electrical services in Delaware, you are required to hold a Delaware professional license as an electrician. Performing “electrical services” or “electrical work” is defined by the Board to mean any activity that is covered by the National Electrical Code (NEC) as adopted by the Delaware State Fire Commission. Examples are provided in Section 1.0 of the Board's [Rules and Regulations](#). Types of electrician licensure include [Master](#), [Master Special](#), [Limited](#), [Limited Special](#), [Journeyman](#) and [Apprentice](#) (24 Del. C. 1408 (a)).

[Journeyman Electrician](#) licensure allows you to perform electrical services under supervision while you gain additional experience and master the skills that you will need to pass the examinations for [Master](#), [Limited](#), [Master Special](#) or [Limited Special Electrician](#) licensure.

Selecting Type of Application

If you are applying for licensure as a Journeyman Electrician, the application asks whether you are filing for licensure by examination, reciprocity, or certification.

- If you hold a certificate of completion issued by the Department of Labor or approved apprentice program in Delaware or other state, a U.S. territory or the District of Columbia, apply for licensure by certificate. If you meet the requirement for licensure by certificate, you will not have to pass a journeyman examination.
- If you hold a **current** journeyman license issued by another state, U.S. territory or District of Columbia, apply for licensure by reciprocity.

Note: In Pennsylvania, electrical licenses are not issued by a state board. If the only current license(s) you hold was issued by a Pennsylvania municipality or other jurisdiction, you must apply by examination.

- Apply by examination if you
 - do **not** hold a **current** journeyman license issued by another state, U.S. territory or District of Columbia, **and**
 - do **not** have a certificate of completion issued by a Department of Labor or approved apprentice program in another state, U.S. territory, or the District of Columbia.

If you apply by examination, you must pass a journeyman examination.

Requirements for All Applications

- Submit completed, signed and notarized [Application for Licensure as a Journeyman Electrician](#).
- Enclose [processing fee](#) by check or money order made payable to “State of Delaware.” See [Fee Schedule](#).
- If you have ever held an electrical license in any another jurisdiction, arrange for the Board office to receive license verification from each jurisdiction, sent directly from the jurisdiction to the Board office.
- If you have never been issued a U.S. Social Security Number (SSN), submit a [Request for Exemption from Social Security Number Requirement](#).
 - *The Privacy Act of 1974, Section 7, requires the following information to be given to all applicants:* Applicants for any Delaware professional or occupational license, permit, registration or certificate (other than Gaming permits) are required to provide a U.S. SSN (29 Del. C. §8735(m)). The Division of Professional Regulation uses the SSN primarily to verify identity and safeguard personal information. It may also be used to enforce child support obligation (13 Del. C. §2216) and for other lawful purposes.

Additional Requirement for Applications by Certificate

If you are applying by certificate, the following requirement applies in addition to the requirements under **Requirements for All Applications** above.

- Enclose a certificate of completion of apprenticeship from a state-approved, *bona fide*, registered apprenticeship program such as a program approved by the Department of Labor or a Board-approved program.

Additional Requirement for Applications by Examination

If you are applying by examination, the following requirement applies in addition to the requirements under **Requirements for All Applications** above.

- Submit [Verification of Employment](#) form(s) showing at least 8,000 hours of full-time experience performing electrical work under the supervision of a licensed master electrician, master electrician special, limited electrician, or limited electrician special.
 - If you cannot obtain a *Verification of Employment* form for one or more periods of employment (e.g., your former employer has gone out of business), you may substitute tax form W-2s for those periods. **However, you must include a letter explaining why you cannot obtain the form and a detailed outline of your experience.**

Additional Requirements for Applications by Reciprocity

To be licensed as a Journeyman Electrician by reciprocity, you must hold a **current** journeyman license issued by another state, a U.S. territory or the District of Columbia. The Board will determine whether the licensure requirements in any jurisdiction where you hold a current license are *substantially similar to those of Delaware*. To make this determination, the Board reviews and compares the law and regulations of the other jurisdiction(s) to Delaware's law and regulations. The table below explains how this determination affects your application.

IF the Board determines that the requirements are substantially similar in...	AND IF you...	THEN you...
at least one jurisdiction where you hold a current license	--	<ul style="list-style-type: none">• qualify for a reciprocal license• do not need to meet the requirement for five years of full-time experience
none of jurisdictions where you hold a current license	have five years of full-time, supervised experience	<ul style="list-style-type: none">• qualify for a reciprocal license• do not have to pass an examination.
	do not have five years of full-time, supervised experience	<ul style="list-style-type: none">• do not qualify for a reciprocal license• must pass the journeyman examination

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

- Submit a copy of the law and rules and regulations from **each** state, U.S. territory or the District of Columbia where you hold a **current** journeyman electrician license.
 - You do *not* need to provide licensure law and regulations related to licenses issued by jurisdictions that are not states, U.S. territories or the District of Columbia (e.g., cities or counties).
- Submit [Verification of Employment](#) form(s) showing **five** years full-time experience under the supervision of a licensed master electrician, master electrician special, limited electrician, or limited electrician special.
 - If you cannot obtain a *Verification of Employment* form for one or more periods of employment (e.g., your former employer has gone out of business), you may substitute tax form W-2s for those periods. However, you must include a letter explaining why you cannot obtain the form and an detailed outline of your experience.

1. Arrange for the Delaware Board office to receive a license verification sent directly from *each* jurisdiction listed.
2. *If applying by reciprocity*, arrange for the Board office to receive a copy of the law and rules and regulations from *each* state, U.S. territory or the District of Columbia that you listed above. You do *not* need to provide law and regulations from jurisdictions that are not states, U.S. territories or the District of Columbia.

EMPLOYMENT AND SUPERVISION – All applicants complete this section.

10. Enter the following information about your current employment.

CURRENT EMPLOYMENT			
Employer Name: _____			
Employer Address: _____			
Street			
_____	_____	_____	_____
City	State	Zip	
Supervisor: _____		License No: _____	
Your Job Title: <input type="checkbox"/> Apprentice <input type="checkbox"/> Journeyperson <input type="checkbox"/> Other: _____			
Date of Employment: _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time			
Description of Duties: _____			

11. Do you understand that you are **not** permitted to perform electrical work without supervision and that you are **not** permitted to call for an inspection. Yes No

EXPERIENCE – Applicants by examination and reciprocity complete this section. Applicants by certificate skip to the DISCLOSURES section.

12. List your related, full-time employment beginning with the most recent and working backwards. **If you need more room, enclose separate sheet with the same information.**

Employer Name: _____			
Employer Address: _____			
Street			
_____	_____	_____	_____
City	State	Zip	
Supervisor: _____		License No: _____	
Your Job Title While Employed Above: <input type="checkbox"/> Apprentice <input type="checkbox"/> Journeyperson <input type="checkbox"/> Other: _____			
Employment Dates: From: _____ To: _____			
Description of Duties: _____			

Employer Name: _____			
Employer Address: _____			
Street			
_____	_____	_____	_____
City	State	Zip	
Supervisor: _____		License No: _____	
Your Job Title While Employed Above: <input type="checkbox"/> Apprentice <input type="checkbox"/> Journeyperson <input type="checkbox"/> Other: _____			
Employment Dates: From: _____ To: _____			
Description of Duties: _____			

- **If applying by examination, submit *Verification of Employment* form(s) showing at least 8,000 hours of supervised, full-time experience.**
- **If applying by reciprocity, submit *Verification of Employment* form(s) showing five years of supervised, full-time experience. The supervision must be by a licensed master electrician, master electrician special, limited electrician, or limited electrician special.**
- **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 *Verification of Employment* form.**

DISCLOSURES - All applicants complete this section.

13. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or other criminal offense, including any offense for which you have received a pardon, in any jurisdiction? Yes No **If yes, submit a certified copy of your criminal history record from any jurisdiction in which you have been convicted or pardoned. For information on obtaining a Delaware criminal history record, see [State Bureau of Identification](#).**
14. Are criminal charges against you pending in any jurisdiction? Yes No **If yes, submit a letter explaining fully. Include copies of all appropriate records.**
15. Have you received any administrative penalties (disciplines) in connection with your practice as an electrician such as fines, formal reprimands, license suspension or revocation (except for non-payment of fees), probation, limitations, **or** have you 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

DUTY TO REPORT

18. Do you understand that owners, operators, managers and supervisors of an electrical business have a mandatory duty to file a written report with the Board of Electrical Examiners within 10 days of learning that a person working for or under his/her supervision is performing electrical work without the proper license? Yes No
19. Do you understand that an owner, operator, manager or supervisor of an electrical business must check to ensure that all employees and independent contractors are properly licensed before allowing them to perform electrical work? Yes No

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 12 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.



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VERIFICATION OF EMPLOYMENT

APPLICANT INFORMATION – This section to be completed by applicant
You may copy this form.

1. Applicant Name: _____ Social Security No.: _____
2. Mailing Address: _____
Street

City State Zip code
3. **Employer (Company's Name):** _____
Address: _____
Street

City State Zip code

EXPERIENCE – This section to be completed by applicant's licensed supervisor.

Instructions: The above applicant has applied to the Delaware Board of Electrical Examiners for licensure. **Return the completed, signed, notarized form directly to Board at the address above.** Forms submitted by the applicant cannot be accepted.

Information about Supervisor

1. Supervisor's Full Name: _____
2. Enter the following information about your licensure at the time you supervise(d) applicant:
Type of License (e.g., Master): _____ Number: _____ Jurisdiction: _____
3. List all jurisdictions where you have held an electrician license: _____

Applicant's Supervised Experience

4. Check *each* level at which you supervise(d) the applicant and complete the information for that level.
 Apprentice: From: _____ To: _____ Total Hours Worked: _____
month/day/year month/day/year
 Journeyman: From: _____ To: _____ Total Hours Worked: _____
month/day/year month/day/year
5. If different than the dates entered above, enter the period when applicant worked full-time (35+ hours per week):
From: _____ To: _____ Total Hours Worked: _____
month/day/year month/day/year
6. Describe the types of electrical work the applicant performed under your supervision: _____

AFFIDAVIT

I confirm that I am the employer/supervisor named above and I declare and affirm under penalty of perjury that the foregoing statements are true and complete to the best of my knowledge and belief.

SUPERVISOR 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: _____.