



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
EMAIL: customerservice.dpr@state.de.us

APPLICATION FOR LICENSURE AS A JOURNEYPERSON OR APPRENTICE ELECTRICIAN INSTRUCTION SHEET

Background

As a result of enactment of [House Bill 180](#), anyone performing electrical services in Delaware must hold a Delaware professional license as an electrician starting June 30, 2012. After that date, it will be illegal for unlicensed persons to perform electrical services. To read the new law, click [24 Del. C. §§1407-1409](#) and scroll to the sections marked "effective June 30, 2012."

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](#).

General Information

If you are applying for licensure as a Journeyman Electrician, the application asks whether you are filing for original or reciprocal licensure.

- If you do not hold a current electrical license in another jurisdiction (state, U.S. territory or District of Columbia), apply for original licensure.
- If you hold a **current** license in another jurisdiction, apply for reciprocal licensure.

If you are applying for licensure as an Apprentice Electrician, you must meet the requirements for Delaware Apprentice Electrician original licensure by enrolling in a program approved by the Delaware Board *even if you hold an Apprentice Electrician license in another jurisdiction*. The Delaware apprenticeship program may credit experience you gained while a licensed apprentice in another jurisdiction toward completion of your Delaware program.

Requirements for All Applications

- Submit completed, signed and notarized [Application for Licensure as a Journeyman or Apprentice 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 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 for Original Licensure

When applying for original licensure as an apprentice or journeyman electrician, you must submit proof of experience in addition to the requirements above. The proof of experience depends on which kind of license you are applying for.

Use this table to decide what to submit.

IF you are applying for...	THEN submit...
Journeyman Electrician	<ul style="list-style-type: none"> • Certificate of completion of apprenticeship from a state-approved, <i>bona fide</i>, registered apprenticeship program such as a program approved by the Department of Labor <li style="text-align: center;">or • 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 <i>Verification of Employment</i> 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.
Apprentice Electrician	Documentation verifying that you are enrolled in or have completed a Board-approved apprenticeship program, such as a program approved by the Delaware Department of Labor.

Additional Requirements for Reciprocal Licensure as a Journeyman Electrician

To be licensed as a Journeyman Electrician by reciprocity, you must hold a **current** license to perform electrical work in a jurisdiction (state, U.S. territory or District of Columbia) where the requirements for licensure are *substantially similar to those of Delaware*. To make a decision whether the requirements are substantially similar, the Board must review and compare the law and regulations of the other jurisdiction(s) to Delaware’s law and regulations.

- If the Board determines that the requirements in at least one jurisdiction where you hold a current license are substantially similar to Delaware’s requirements, you do not need to submit any proof of experience.
- If the Board determines that the requirements in **none** of jurisdictions where you hold a current license are substantially similar to Delaware’s requirements, you must submit proof of five years of experience.

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** jurisdiction where you hold a **current** journeyman electrician license.

If the Board determines that *no jurisdiction where you hold a current license has requirements substantially similar to those of Delaware*, submit [Verification of Employment](#) form(s) showing that you have practiced for a minimum of five years after you were licensed.

- If you cannot obtain a *Verification of Employment* form for one or more periods of employment (e.g., a 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.**
- If no jurisdiction where you hold a current license has substantially similar requirements **and** you have **not** practiced a minimum of five years, you cannot be licensed by reciprocity. You must apply for original licensure.



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APPLICATION FOR LICENSURE AS A JOURNEYPERSON OR APPRENTICE ELECTRICIAN

TYPE OF APPLICATION

1. Show which type of license you are applying for (check one):
- Apprentice Electrician
- Journeyman Electrician – Check which type of licensure you are applying for:
- Original – I do not hold any *current* electrical license in another jurisdiction.
- Reciprocal – I hold a *current* electrical license in at least one other jurisdiction.

IDENTIFYING AND CONTACT INFORMATION – All applicants complete this section.

2. Name: _____
Last First Middle
3. Other Names Used: _____
4. Date of Birth (month/day/year): _____ Gender: Male Female
5. 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](#).
6. Mailing Address: _____
Street

City State Zip code
7. Phone: _____ Home Work Email: _____

APPRENTICESHIP AND LICENSURE – All applicants complete this section.

8. Have you **ever** held an electrical license of any type in any jurisdiction? Yes No If yes, give the following about *each* license you have ever held.

JURISDICTION	TYPE OF LICENSE	LICENSE NUMBER	LICENSE STATUS

- Arrange for the Board office to receive a license verification sent *directly* to the Board office from *each* jurisdiction listed above.
 - *If you are applying for reciprocal licensure*, submit a copy of the law and regulations from each jurisdiction where you hold a *current* license.
9. Have you *completed* a registered apprenticeship program? Yes No If yes, enclose a copy of the **Certificate of Completion**. If you are applying as an Apprentice Electrician, continue with the next question. If you are a Journeyman applicant, skip to the EMPLOYMENT AND SUPERVISION section.
10. Are you *enrolled* in a registered apprenticeship program? Yes No If yes, enclose documentation of your enrollment.

11. If you are under 18 years old, are you enrolled in a vocational program at a vocational school? Yes No **If yes, enter:**

Vocational School: _____ When Admitted: _____

EMPLOYMENT AND SUPERVISION – All applicants complete this section.

12. 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: _____		

13. I certify that I understand that I am **not** permitted to perform electrical work without supervision and that I am **not** permitted to call for an inspection. Yes No

EXPERIENCE HISTORY – Applicants for Journeyman Electrician licensure complete this section.

14. 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 you are applying for original licensure but do *not* have a certificate of completion of apprenticeship from any state-approved, *bona fide*, registered apprenticeship program, submit [Verification of Employment](#) form(s) to document all of your experience, both current and past.
- Note that, if you are applying for reciprocal licensure and the Board later determines that no jurisdiction where you hold a current license has requirements substantially similar to those of Delaware, you must submit [Verification of Employment](#) form(s) to document at least five years of experience.
- 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.

15. 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](#).**
16. Are criminal charges against you pending in any jurisdiction? Yes No **If yes, submit a letter explaining fully. Include copies of all appropriate records.**
17. 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.**
18. 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.**
19. 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

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 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.

