

Colorado Division of Registrations
Office of Licensing—Electrical
1560 Broadway, Suite 1350
Denver, CO 80202
Phone: (303) 894-7800
FAX: (303) 894-7693
www.dora.state.co.us/registrations

APPLICATION FOR ORIGINAL LICENSE BY EXAMINATION—ELECTRICIAN

APPLICANT INSTRUCTIONS

If you hold an active electrician's license in another state, you may qualify for licensure by endorsement. Refer to Electrical Board Rule 5.6 at www.dora.state.co.us/electrical/Rules.pdf for necessary requirements. The endorsement application is available online at www.dora.state.co.us/electrical/licensing.htm.

NEW License Renewal Requirements. Beginning January 1, 2011 new renewal requirements apply to your license. Important details are available online at www.dora.state.co.us/electrical/cc.

Mandatory Practice Act. Colorado has a mandatory practice act, which means that you may not practice as an Electrician in this state without a Colorado license. Submission of this application does not guarantee licensure. Therefore, do not make life or career decisions based on the probability that you may receive a license. Plan ahead for the time it will take for us to receive all required documents and complete our evaluation.

About the Application. This application is to be completed by you and returned to the Office of Licensing. All questions on the application are mandatory, and all supporting documents must be submitted with the application. You may copy as many forms as needed; however, each form submitted must be completed in original ink or typed. Keep a copy of the completed application for your records.

Application Expiration. Your application will be kept on file for one (1) year from date of receipt in the Division of Registrations. Your file and all supporting documentation will be purged if you do not submit required documents and complete your application process in one year. You will need to resubmit a new application packet and fee after that time.

- If you submitted an application within the last year and were notified that you did not meet the requirements and you are submitting an update, you do not need to complete a new application or submit additional fees.
- Persons who have been licensed as an electrician at a different level do not need to resubmit experience verification submitted with previous applications.

Temporary Work Permits. If you require a temporary work permit, mark the appropriate box on the application. Only one temporary work permit can be issued to an applicant after approval for testing has been granted. Permits will be issued for a 30-day period only. If after the expiration of the work permit you have failed for any reason to qualify for licensure, you shall cease and desist from working at the level of the temporary approval until such time as you are able to pass the exam and qualify for licensure. If you are not already licensed in another category, you must register as an apprentice and work with supervision.

Examination Information. The electrical licensing examination is administered by Pearson Vue, a private testing agency. Once your application has been approved, you will be sent an approval letter explaining how to schedule the exam and pay the required examination fee. A candidate handbook is available on the testing agency website, www.pearsonvue.com/programs; select the Colorado Electricians program.

Exam fees must be paid at the time the reservation is made. Payments are not accepted at the test center.

APPLICANT INSTRUCTIONS (Continued)

Applicants with Disabilities. Applicants who need modifications in the examination administration because of a disability should submit their request on a form available for download from the Board website at www.dora.state.co.us/registrations/ADARrequestForm.htm, or which can be obtained from the Office of Licensing. The ADA Request Form should be submitted at the same time as your application.

Social Security Number is Required. Effective January 1, 2009, a Social Security Number is required for all licensees. The Division will consider an application to be incomplete when the applicant fails to submit his/her Social Security Number. Exceptions are made for foreign nationals not physically present in the United States and for non-immigrants in the United States on student visas who do not have a Social Security Number. These applicants must submit a signed Social Security Number Affidavit in lieu of a Social Security Number. You may call (303) 894-7800 to request that an affidavit be mailed to you.

Disclosure of Addresses. Consistent with Colorado law, all addresses and phone numbers on record with the Division are public record and must be provided to the public when requested. It is your responsibility to keep your address and contact information up-to-date in our database. All letters, renewal notices, and licenses are mailed to the last known address of record. **If your address is not current, it is possible you will not receive important documents.** You can change your address online by using Registrations Online Services at www.doradls.state.co.us.

Checking Your Application Status. Visit Registrations Online Services at www.doradls.state.co.us to track your application from the date we log it in our database to the date your license is printed. Please allow us enough time to receive the application through the mail and enter your application into our database before you check the website. We recommend waiting at least 10 business days from date of mailing before checking the status of your application.

License Expiration Grace Period for New Applicants. Applicants who are issued an electrician license within 120 days of the upcoming expiration date will be issued a license with the subsequent expiration date. For example, licenses issued between June 1, 2011, and September 30, 2011, will reflect a license expiration date of September 30, 2014.

- Electrician licenses expire on September 30 of each renewal year and must be renewed to continue practicing.

In 2011, new legislation affecting electrician license renewal requirements took effect. As part of this new legislation, electrician licenses changed to a 3-year renewal cycle coinciding with the adoption of a new National Electrical Code (NEC) every three years (i.e., in 2011, 2014, 2017, etc.).

APPLICANT CHECKLIST

To apply for an Electrician license by examination:

- Submit a completed Application for Original License by Examination.** Return the completed application and all supporting documentation to the Office of Licensing.
- Enclose the non-refundable application processing fee.** See page 1 of the application form for current fees. Fees may be paid by a check or money order drawn in U.S. dollars on a U.S. bank and made payable to *State of Colorado*. All fees are non-refundable and subject to change every July 1.
- Complete and return the attached Affidavit of Eligibility form.** Pursuant to C.R.S. 24-34-107, all applicants for licensure are required to complete and sign an Affidavit of Eligibility, and may also be required to provide a copy of a secure and verifiable document.
- Provide documentation of any name change.** If your name has changed since you obtained a previously-issued license, or if your name is different on any of your supporting documentation, you must provide a copy of the legal document verifying the name change (i.e., marriage license, divorce decree, or court order).
- Document your experience and work history on the attached Affidavit of Experience.**

You must submit verification of the minimum experience requirements with your application. **All experience obtained after July 1, 2005, must be verified on the form provided with this application (Affidavit of Experience).** No other letters of verification will be accepted for experience gained after that date. **For experience obtained before July 1, 2005,** the Board will accept letters from the employer. Letters verifying experience from before July 1, 2005, must be on original company letterhead (photocopies will not be accepted) and must include the following information:

- Dates of employment – month, day, and year
- The total hours or months worked
- A breakdown of the experience (in either hours, months, or percent of total time worked) in each area such as residential wiring, commercial/industrial, planning and layout, maintenance, etc. The specific types of maintenance must be detailed by the employer.
- The letter must be dated and signed by a representative of the company.

See the last page of this application packet for experience requirements for each license level.

- Document your trade related education and formal instruction, if applicable.** List within the application all the education or approved training programs you have attended. Send copies of all certificates you have earned. Transcripts from schools must be sent to us in sealed envelopes from the school. Ask the school to send it to you in a separate sealed school envelope, and then attach it to your application.
- If your employer(s) has not registered you as an apprentice, submit additional information.**

If you have worked in Colorado and were not registered as an apprentice, you must include a written attestation from the responsible master electrician verifying that you have been performing electrical work during the unregistered period. **NOTE:** Failure of a trainee or apprentice to register as provided in Colorado Revised Statutes 12-23-110.5(3)(a) may result in disallowance of your experience.

Applicants for the journeyman examination who hold a residential wireman license must also be registered as an apprentice and be able to verify two full years of commercial and industrial experience to qualify.

Return your completed application packet and all supporting documentation to:

Division of Registrations
Office of Licensing—Electrical
1560 Broadway, Suite 1350
Denver, CO 80202



IMPORTANT NOTICE

TO: All Applicants

FROM: Rosemary McCool, Director, Division of Registrations

SUBJECT: Licensure and Criminal History

Thank you for your interest in becoming a licensed* professional within the Division of Registrations. Before you submit your application, please be aware of a few facts regarding criminal conduct, convictions, and disciplinary actions in other states.

The mission of the Division of Registrations is “public protection through effective licensure and enforcement.” One way the Division safeguards consumers is by issuing licenses to fully qualified, competent, and ethical applicants.

During the licensing process – and depending on the specific application – the Division will ask whether you have ever been disciplined in any state, arrested, charged, convicted, or pled guilty to a crime. An arrest, subsequent criminal conviction, or disciplinary action is not an automatic disqualification from licensure. Instead, the appropriate board or program will look at the facts surrounding the criminal conduct and disciplinary action to determine whether you are fit for licensure. You should know that licensure is a privilege, not a right. One thing you must do to obtain the privilege is to be completely honest on your application.

Be sure to list all relevant complaints, disciplinary actions, arrests, charges, or convictions in response to the licensure questions. Failure to fully disclose could constitute grounds alone for denial of your application or revocation of your license. More important, avoid some of the common excuses we have heard from people who failed to disclose, such as:

- My attorney told me I didn’t have to disclose the criminal conduct or disciplinary actions.
- I didn’t think the prior conduct had anything to do with the profession.
- I didn’t think the disciplinary action, arrest, charges, or conviction was still on my record.
- I didn’t think it was subject to disclosure because I received a deferred sentence/judgment.

Remember, there is no excuse not to disclose disciplinary actions and criminal conduct. Even after licensure, you are still required to notify your professional licensing board or program about subsequent convictions and disciplinary actions in other states.

The Division conducts audits of its licensing database against several criminal and national disciplinary databases. This allows the Division to verify the truthfulness of your application and track subsequent criminal and disciplinary conduct after initial licensure. Keep in mind, you will not necessarily be revoked or denied a license if you have been disciplined, arrested, charged or convicted, but you will most likely be denied or revoked if you fail to disclose it.

**The word "license" is used as a general term. While most of the professions and occupations are licensed, others may be registered, certified, or listed. For precise terminology and requirements related to a profession or occupation, please consult the [website](#) of the appropriate board or program.*



Colorado Department of Regulatory Agencies
 Division of Registrations
 1560 Broadway, Suite 1350
 Denver, CO 80202

Licensee/Applicant Full Legal Name

Last	First	Middle	Suffix

Colorado Professional or Occupational License/Certification/Registration Number: _____
 (if already licensed)

Professional or Occupational License/Certification/Registration type applying for: _____

AFFIDAVIT OF ELIGIBILITY

Pursuant to H.B. 06S-1009, C.R.S. 24-34-107, ALL applicants for original licensure* or licensees renewing or reinstating a current Colorado license after January 1, 2007 are required to complete and sign this Affidavit of Eligibility.

**The word "licensure" is used as a general term. While most of the professions and occupations are licensed, others may be certified, registered, or listed. For precise terminology and requirements related to a profession or occupation, please consult the website of the appropriate board or program.*

Section A: LAWFUL PRESENCE in the United States

1. I am a U.S. citizen. Check one of the acceptable secure and verifiable documents in Section B that applies and fully complete the information requested. Complete documentation must be provided upon request.
2. I am not a U.S. citizen, but I am lawfully present in the U.S. and authorized by the Department of Homeland Security to be employed in the U.S. Check one of the acceptable secure and verifiable documents in Section B that applies and fully complete the information requested. Complete documentation must be provided upon request.
3. I am not physically present in the U.S. under 8 U.S.C. sec. 1621 (c)(2)(c) or employed in the U.S. pursuant to 8 U.S.C. sec. 1621 (c)(2)(a). Check one option, a or b below, then skip to Section C. (Do not complete Section B.)
 - a. I am a U.S. citizen, not physically present or employed in the United States.
 - b. I am a Foreign National, not physically present or employed in the United States.

Section B: SECURE AND VERIFIABLE DOCUMENTS
 Select ONE document in this section if you checked 1 or 2 in Section A.

Government Issued Identification	Name of state agency or federal agency that issued the document	Full name as shown on driver's license or state/federal issued ID	License/ID Number	Expiration Date (mm/dd/yyyy)
<input type="checkbox"/> Driver's license or permit				
<input type="checkbox"/> Government issued ID card				
<input type="checkbox"/> Valid U.S. military ID/common access card				
<input type="checkbox"/> Colorado Department of Corrections inmate ID				
<input type="checkbox"/> Tribal ID card				
<input type="checkbox"/> U.S. passport				
<input type="checkbox"/> Certificate of Naturalization				

Section B: SECURE AND VERIFIABLE DOCUMENTS (continued)

Government Issued Identification	Name of state agency or federal agency that issued the document	Full name as shown on driver's license or state/federal issued ID	License/ID Number	Expiration Date (mm/dd/yyyy)	
<input type="checkbox"/> Certificate of (U.S.) Citizenship					
<input type="checkbox"/> Valid Temporary Resident card					
<input type="checkbox"/> Valid I-94 issued by Canadian government					
<input type="checkbox"/> Valid I-94 with refugee/asylum stamp					
<input type="checkbox"/> Valid I-766 (Employment Authorization Card)			Issuing federal agency:		
Name on card	Alien Number (A#)	Card Number	Valid from (mm/dd/yyyy)	Expires (mm/dd/yyyy)	
<input type="checkbox"/> Valid I-551 (Resident Alien or Permanent Resident Card)			Issuing federal agency:		
Name on card	Alien Number (A#)	Country of birth	Card expires (mm/dd/yyyy)	Resident since (mm/dd/yyyy)	
<input type="checkbox"/> Valid foreign passport with an unexpired visa with proper classification for work authorization, and an unexpired I-94					
Issuing foreign country	Passport Number	Visa Number	Visa Class (ex.: J-1, P-1, H-1B, etc.)	Date of entry (mm/dd/yyyy)	Until date (mm/dd/yyyy)
<input type="checkbox"/> Valid foreign passport bearing an unexpired "Processed for I-551" stamp or with an attached unexpired "Temporary I-551" visa					
Issuing foreign country:			Passport Number:		

Section C: ATTESTATION

- I understand that this sworn statement is required by law because I have applied for or hold a professional or commercial license regulated by 8 U.S.C. sec. 1621. I understand that state law requires me to provide proof that I am lawfully present in the United States when asked as well as submission of a secure and verifiable document. I may also be required to provide proof of lawful presence.
- I understand that in accordance with sections 18-8-503 and 18-8-501(2)(a)(I), C.R.S., false statements made herein are punishable by law. I state under penalty of perjury in the second degree, as defined in 18-8-503, C.R.S. that the above statements are true and correct.
- I am the person identified above and the information contained herein is true and correct to the best of my knowledge. I understand that under Colorado law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.
- I understand that the above information must be disclosed to the Department of Regulatory Agencies upon request and is subject to verification.

Print Full Legal Name

Signature (Full Name)

Date

The content of this application must not be changed. If the content is changed, the applicant may be referred to the Colorado State Attorney General's Office for violation of Colorado law.

Fees may be paid by a check or money order drawn in U.S. dollars on a U.S. bank and made payable to *State of Colorado*.

I am applying for a license as (check one): Residential Wireman Journeyman Electrician Master Electrician
 I would like a Temporary Work Permit

PART 1—APPLICANT INFORMATION

Name: Last:	First:	Middle:	Suffix:
Previous Name(s):			
Social Security Number: *	Date of Birth (mm/dd/yyyy):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Place of Birth (city and state, or foreign country):			
Mailing Address:	PO Box, Street:		
This is a <input type="checkbox"/> Home <input type="checkbox"/> Business	City, State, Zip:		
Daytime Telephone Number: ()	E-mail Address:		
	Preferred method for communication: <input type="checkbox"/> Mail <input type="checkbox"/> E-mail		

PART 2—EMPLOYMENT INFORMATION

Are you currently employed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Employer Name:	
Employer Address:	PO Box, Street:
	City, State, Zip:
Employer Telephone Number: ()	Hire Date:

PART 3—LICENSE INFORMATION

If you do not hold a Colorado electrical license and you have worked in Colorado, are you registered as an apprentice with this Board?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO , provide an explanation:	

*Social Security Number Disclosure: Section 24-34-107(1) of the Colorado Revised Statutes requires that every application by an individual for a license issued pursuant to the authority set forth in title 12, C.R.S., by the Department of Regulatory Agencies, shall require the applicant's social security number. Disclosure of your social security number is mandatory for purposes of establishing, modifying, or enforcing child support under § 14-14-113 and § 26-13-126, C.R.S.; and locating an individual who is under an obligation to pay child support as required by § 26-13-107(3)(a)(I)(A), C.R.S. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Disclosure of your social security number is voluntary for disclosure to other state regulatory agencies, testing and examination vendors, law enforcement agencies, and other private federations and associations involved in professional regulation for identification purposes only. Your social security number will not be released for any other purpose not provided for by law.

OFFICE USE ONLY

LICENSE NUMBER: _____

DATE ISSUED: _____

PART 3—LICENSE INFORMATION (Continued)

Have you previously applied for examination with this Board? YES NO
 If **YES**, complete the following:

Type: <input type="checkbox"/> Master <input type="checkbox"/> Journeyman <input type="checkbox"/> Residential	Exam Result: <input type="checkbox"/> Approved <input type="checkbox"/> Passed <input type="checkbox"/> Failed <input type="checkbox"/> Denied	Application Date:
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Have you ever held an electrician's license in any other state? YES NO
 If **YES**, list ALL states in which you are or have ever been licensed (if needed, attach an additional sheet in the same format). If not applicable, enter N/A.

Type of license	State	License Number	Year license issued	Disciplinary action against license?	Is this license current/active?
				<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"/> 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"/> YES <input type="checkbox"/> NO

PART 4—FORMAL APPRENTICE TRAINING

If an employer with an approved electrical apprentice-training program has employed you, list the program and the dates you were enrolled. If completed, attach a copy of your completion certificate. If needed, attach an additional sheet in the same format.

Name of Program / School or Course	Dates (from/to)	Credit Hours	Number Days per Week	Number Hours per Day	Degree Awarded

PART 5—EDUCATION: COLLEGE, UNIVERSITY, VOCATIONAL, OR TRADE SCHOOL

If you have earned a degree, diploma or certificate in a program where the instruction was directly related to electrical theory and practical applications involving wiring for installation and repairing electrical apparatus and equipment for light, heat and power, show separately the name of the school, title of the course, dates attended, credit hours and number of days per week and hours per day attending class. A transcript of classes must be submitted in a sealed envelope from the school. If needed, attach an additional sheet in the same format.

Name of Program / School or Course	Dates (from/to)	Credit Hours	Number Days per Week	Number Hours per Day	Degree Awarded

PART 6—MILITARY TRAINING IN ELECTRICAL WIRING

Show in detail exactly what kind of training, schooling, or work experience you received directly related to wiring for installing and repairing electrical apparatus and equipment for light, heat and power. Include the length of time spent and any other information that will assist in evaluating the degree of electrical experience that you have had in construction in this classification. A copy of the DD-214 must be submitted. If needed, attach an additional sheet in the same format.

Name of Program / School or Course	Dates (from/to)	Credit Hours	Number Days per Week	Number Hours per Day	Degree Awarded

PART 7—SCREENING QUESTIONS

1. Have you ever been convicted of a felony under the laws of Colorado or any other state? YES NO
➤ If **YES**, you must complete the *Information Regarding Felony Conviction* form available on the Electrical Board website at www.dora.state.co.us/electrical/forms/FelonyConviction.pdf.
2. Have you ever entered a plea of guilty of a felony or had a plea of nolo contendere accepted by the court in Colorado or any other state? YES NO
➤ If **YES**, you must complete the *Information Regarding Felony Conviction* form available on the Electrical Board website at www.dora.state.co.us/electrical/forms/FelonyConviction.pdf.
3. Have you ever been denied application or a license as an electrician, or been disciplined and/or revoked with regard to the practice of electrical wiring, or practiced electrical wiring in violation of Colorado's law or any other state? YES NO
➤ If **YES**, provide an explanation, a copy of the disciplinary documents, and documentation regarding the current status of the action with your application.

ATTESTATION

I state under penalty of perjury in the second degree, as defined in C.R.S. 18-8-503, that the information contained in this application is true and correct to the best of my knowledge. In accordance with C.R.S. 18-8-501(2)(a)(I), false statements made herein are punishable by law and may constitute violation of the practice act.

Applicant Signature

Date

AFFIDAVIT OF EXPERIENCE

This form is to be completed by and signed by the employer (must be typewritten or printed legibly in ink).
 The form must be filled in completely or it will be rejected. If the answer is "none" or "does not apply," please state "none" or "n/a."

BUSINESS NAME:	LICENSE NUMBER & STATE OF ISSUE:
BUSINESS ADDRESS:	BUSINESS PHONE:

EMPLOYEE NAME:	BUSINESS EMAIL:
DATE OF HIRE:	DATE OF TERMINATION:
TOTAL TIME WORKED (Specify Hours or Months)	
<input type="checkbox"/> Hours <input type="checkbox"/> Months	

Provide a breakdown of the experience in hours OR months of total time worked in each area:			
TYPE OF EXPERIENCE	HOURS	MONTHS	SUPERVISOR INFORMATION
Residential Wiring			
Commercial/Industrial			
Planning & Layout			SUPERVISOR NAME:
			LICENSE NUMBER: STATE:
Maintenance <small>(Provide detailed description of duties on separate sheet)</small>			SUPERVISOR NAME:
			LICENSE NUMBER: STATE:
Other <small>(Explain in detail on a separate sheet)</small>			SUPERVISOR NAME:
			LICENSE NUMBER: STATE:
TOTALS <small>(cannot exceed total time indicated above)</small>			

I hereby certify that the statements on this affidavit and any attachments are true and accurate to the best of my knowledge. I understand that under C.R.S. 12-23-118(I), providing false information is grounds for denial, suspension, or revocation of an electrical contractor registration.

_____ _____
Signature of Master Electrician for, or any signatory authority of, the Electrical Contractor **Date**
 or Approved Training Director

_____ _____
Printed Name of Master Electrician for, or any signatory authority of, the Electrical Contractor or **Job Title:**
 Approved Training Director:

WORK EXPERIENCE DEFINITIONS

RESIDENTIAL

Includes new construction, remodeling and additions to buildings for residential occupancy (one, two, three, and four-unit family dwellings). Also include apartment buildings, condominiums, and townhouses. Work done within all residential units will receive residential credit. Work done in common areas such as laundry rooms, corridors, rec. rooms, etc. will receive commercial credit. **DO NOT** include mobile park service facilities.

COMMERCIAL

Includes new construction remodeling and additions to stores, office buildings, gas stations, theaters, mobile home park supply, irrigation pumps, warehouses, hospitals, and other buildings and facilities of a similar nature.

INDUSTRIAL

Includes remodeling, additions, and new construction of manufacturing plants of all types.

MAINTENANCE

Includes all time spent in repairing, replacing and taking care of existing electrical facilities.

PLANNING AND LAYOUT OF ELECTRICAL WORK

Includes the time that you have spent in actually planning and laying out the installation of wiring apparatus, or equipment for electrical light, heat and power.

EXPERIENCE REQUIREMENTS

RESIDENTIAL WIREMAN

A minimum of 2 years and 4,000 hours of experience in wiring one, two, three and four-unit family dwellings

JOURNEYMAN ELECTRICIAN

A minimum of 4 years and 8,000 hours of experience in the wiring for light, heat and power of which a minimum of 2 years and 4,000 hours in commercial and/or industrial work

MASTER ELECTRICIAN

- A minimum of 5 years and 10,000 hours of experience in the wiring for light, heat and power with a minimum of 2 years and 4,000 hours in commercial and/or industrial work, **OR**
- Be a graduate of an electrical trade school or community college approved by the Board and a minimum of 4 years and 8,000 hours of practical experience in electrical work, **OR**
- Be a graduate electrical engineer of an accredited college or university and a minimum of 1 year and 2,000 hours of practical electrical experience wiring for light, heat and power.