

APPLICATION FOR ORIGINAL REGISTRATION—ELECTRICAL CONTRACTOR

APPLICANT INSTRUCTIONS

Basic Requirements. In order to perform electrical contracting in the state of Colorado, you must complete a Colorado Electrical Contractor's application, pay the current registration fee, and meet the following criteria:

- You must either be, or employ as a full-time employee, a Colorado-licensed master electrician who is the responsible party for all electrical work the company performs. The master electrician must sign an *Acknowledgement of Responsibility* form, and can only be the responsible party for one company at a time.

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. 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.

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, licenses, and registrations 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.

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

- Electrical contractor registrations expire on September 30 of each renewal year and must be renewed to continue practicing.

In 2011, new legislation affecting electrician license renewal requirements takes effect. As part of this new legislation, electrical contractor registrations will change 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 Electrical Contractor original registration:

- Submit a completed application and supporting documentation if required.** 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.
- Attach the completed Acknowledgement of Responsibility**, signed by the Colorado-licensed master electrician who is responsible for all electrical work the company performs.
- Include a copy of your Worker's Compensation coverage certificate, if applicable.** If you have one or more employees, you must comply with the Worker's Compensation and Unemployment Compensation laws and provide proof of compliance with your application. For further information, contact:
 - Office of Unemployment Insurance: (303) 318-9100 / Toll Free: (800) 480-8299 / www.coworkforce.com/uib/
 - Division of Worker's Compensation: (303) 318-8700 / Toll Free: (888) 390-7936 / www.coworkforce.com/dwc/
- Contact other agencies to obtain more business information, if necessary.**
 - Out-of-State Corporations are required to obtain an Authority to Conduct Business in the State of Colorado from the Colorado Secretary of State's Office, (303) 894-2200.
 - Colorado Corporations, Limited Liability Companies, and Limited Liability Partnerships should also contact the Colorado Secretary of State's Office, (303) 894-2200.
 - For local requirements, contact the city and/or county government in the area you work.
 - First-time business owners may contact the Colorado Business Assistance Center, (303) 592-5920.
 - For information on obtaining a Federal Employer Identification Number (FEIN), visit the IRS website at www.irs.gov/businesses/small/article/0,,id=98350,00.html.

Return your completed application packet and all supporting documentation to:

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

**ACKNOWLEDGEMENT OF RESPONSIBILITY
ELECTRICAL CONTRACTOR COMPANY**

To be completed by the Colorado-licensed Master Electrician responsible for the company.

Colorado Electrical Contractor Company Name:			
Colorado Electrical Contractor Registration Number: (enter "pending" for a new company registration)		Expiration Date:	
Master License Holder Name: Last:	First:	Middle:	Suffix:
Social Security Number:		Date of Birth: (mm/dd/yyyy)	
Colorado Master Electrician License Number:		Expiration Date:	
I declare that I am an (check <u>one</u>): <input type="checkbox"/> owner —OR— <input type="checkbox"/> employee of the above-named Colorado Electrical Contractor company.			
<input type="checkbox"/> By checking this box, I affirm that I am actively engaged in a full time capacity, and I assume responsibility for all electrical work performed. I further agree that all work will be performed under my supervision, and will comply with all regulations of Title 12, Article 23, of the Colorado Revised Statutes and the National Electrical Code.			
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.			
_____ Master License Holder Signature		_____ Date	

Statutory Authority:

Colorado Revised Statute 12-23-106 (5)(d) No holder of a master's license shall be named as the master electrician, under the provisions of paragraphs (b) and (c) of this subsection (5), for more than one contractor, and a master named shall be actively engaged in a full-time capacity with that contracting company. The qualifying master license holder shall be required to notify the state electrical board within fifteen days after his termination as a qualifying master holder. The master license holder is responsible for all electrical work performed by the electrical contracting company. Failure to comply with a notification may lead to suspension or revocation of the master license as provided in section 12-23-118.

* **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.