

STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING
APPLICATION FOR LICENSURE
ELECTRICIAN

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Utah Division of Occupational and Professional Licensing (DOPL) desires to provide courteous and timely service to all applicants for licensure. To facilitate the application process, **submit a complete application form including all applicable supporting documents and fees.** Failure to submit a complete application and supply all necessary information will delay processing and may result in denial of licensure. The fees are for processing your application and will not be refunded. **Please read all instructions carefully.**

Address of Record: The address you provide on this application will be your address of record. All correspondence from DOPL will be sent to that address. You are responsible to directly notify DOPL of any change to your address of record. Do not rely on a forwarding order.

Social Security Number: Your social security number is classified as a private record under the Utah Government Records Access and Management Act. It is used by DOPL as an individual identifier. It is also used for child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements 42 U.S.C. 666(a)(13). If an SSN is not provided, the application is incomplete and will be denied.

SUPPORTING DOCUMENTS AND FEES:

In addition to submitting a completed application, complete the following:

1. Submit a **\$110.00** non-refundable application-processing fee, made payable to “DOPL.”
2. Application for licensure.
 - a. **Initial Licensure:** Only use this application to apply for licensure after taking and passing the appropriate Utah electrical examinations. If you have not passed all of the required examinations, submit an “Application for Approval to Take Examinations” first.
 - b. **Licensure From Other States:** If you are applying for licensure from one of the states shown below, submit a completed “Request for Verification of License” form (*attached to this application*) to provide verification that you hold an active journeyman electrician license in good standing that was initially issued with testing and the license has been held for at least one year:

For Master Electrician: Idaho, Oregon, or Wyoming

For Journeyman Electrician: Alaska, Arkansas, Colorado, Idaho, Montana, Nebraska, New Hampshire, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, or Wyoming

If you are not licensed in any of the above states, you must meet the minimum requirements to take the Utah Journeyman Electrical examinations and submit an

application to take the journeyman examination. You must pass those examinations and receive your journeyman license before you can apply to sit for the master license examinations.

3. **If you are using this application to reinstate** your Utah electrician license that has been expired for more than two years, you must also submit documentation of the completion of 16 hours of continuing education, 12 hours of which must be on the current edition of the National Electrical Code (*See R156-55b-304 of the Utah Electricians Licensing Rules*) in addition to completing all other requirements outlined in this application.

ADDITIONAL IMPORTANT INFORMATION:

1. **Laws and Rules:** You are required to understand all Utah laws and rules pertaining to your practice as an electrician. The following applicable laws and rules are available on the Internet at www.dopl.utah.gov.
 - Division of Occupational & Professional Licensing Act
 - General Rules of the Division of Occupational & Professional Licensing
 - Utah Construction Trades Licensing Act
 - Electricians Licensing Rules
2. **Current Documents:** Applications, statutes, rules, and forms are occasionally changed. Go to www.dopl.utah.gov to ensure you have the most recent version of these documents.
3. **Temporary License:** The state of Utah does not issue temporary licenses to electricians. You must obtain your license **prior** to performing any electrical work.
4. **License Renewal:** All electrician licenses expire on November 30 of every even-numbered year. Unlike many other states, Utah's license renewal schedule **is not** based on the licensee's date of initial licensure. Under Utah's renewal system, all licenses in each profession expire as a group on the same day every two years. Therefore, the length of a licensee's first renewal cycle depends on how far into the current renewal cycle initial licensure was obtained. Each renewal cycle thereafter is for a full two years.

Additionally, the fee paid with this application for licensure is an application-processing fee only. It does not include a renewal fee. Each licensee is responsible to renew licensure **PRIOR** to the expiration date shown on the current license.

Approximately two months prior to the expiration date shown on the license, renewal information is sent to each licensee's last address of record, as provided to DOPL.

5. **Continuing Education:** ALL electricians are required to complete qualified continuing education, consisting of 16 hours during each two-year license period; a minimum of twelve (12) of those hours shall be "Core" hours as defined in the Electricians Licensing Act Rule 156-55b-304(b)(2). Continuing education must be completed by November 30 of each even-numbered year. For a list of approved continuing education providers, go to www.dopl.utah.gov/licensing/electrician.html or www.utah.gov/ce-public/.

Even though certificates are no longer accepted, you should maintain adequate record of your

attendance for a minimum of three (3) years from the end of the renewal period. All continuing education hours need to be submitted to the continuing education registry by the provider. It is the licensee's responsibility to assure that the hours have been submitted to the registry on their behalf by the course provider.

6. **Ceremonial Certificate of Licensure:** After obtaining your license from DOPL, you can order a Ceremonial Certificate of Licensure, printed on parchment paper with original signatures and an embossed gold seal. Order forms can be obtained at www.dopl.utah.gov.
7. **Updating Address Information:** It is your responsibility to maintain a current address with DOPL. If your address is incorrect, you will not receive renewal notices or other correspondence. Address changes can be made online at www.dopl.utah.gov.
8. **Name Change:** If you have been licensed by DOPL under any other name, please submit documentation of your name change (*i.e. copy of a marriage license or divorce decree*).

9. **Submit Completed Application to:**

By U.S. Mail	Division of Occupational & Professional Licensing P.O. Box 146741 Salt Lake City UT 84114-6741
By Express Mail or In Person	Division of Occupational & Professional Licensing 1 st Floor Lobby 160 E 300 S Salt Lake City UT 84111-2305

10. **Telephone Numbers:** (801) 530-6628
(866) 275-3675 – Toll-free in Utah
11. **Fax Number:** (801) 530-6511

Answers to Commonly Asked Questions:

Q. How many types of electrician licenses are available?

A. There are five (5) types of licenses available:

- Apprentice,
- Residential Journeyman,
- Journeyman,
- Residential Master, and
- Master.

Q. How can I get a temporary Permit?

A. There are no temporary permits.

Q. Who can sponsor me as an apprentice?

A. The person or firm who has control of your hiring, employment and training and who can guarantee compliance with the licensing laws (*including the appropriate journeyman to apprentice or master to apprentice ratios*) and can guarantee compliance with NEC codes may sponsor you as a Utah licensed apprentice electrician. In general, this will be a licensed electrical contractor or an organization with the above control such as the JATC. No credit will be given for illegal work.

Q. What is the supervision ratio for apprentices?

A. Apprentices must be supervised at a ratio of:

- Commercial or Industrial projects – 1 apprentice to 1 journeyman or master electrician.
- Residential projects – up to 3 apprentices to 1 journeyman or master electrician.

APPLICATION FOR LICENSURE

(select one)

- APPRENTICE ELECTRICIAN
- JOURNEYMAN ELECTRICIAN
- RESIDENTIAL JOURNEYMAN ELECTRICIAN
- MASTER ELECTRICIAN
- RESIDENTIAL MASTER ELECTRICIAN

Please list your <u>full legal name</u> as it appears on your driver license, Social Security Card, etc.				
Last Name:		First Name:		Middle Name:
Social Security Number: - -			Maiden Name:	
I certify under penalty of perjury that:				
<input type="checkbox"/> I am a citizen of the United States and I have a valid US Driver License or US State ID. License/State ID Number: _____ State: _____				
<input type="checkbox"/> I am a citizen of the United States currently living outside the United States and do not have a valid US Driver License or US State ID. Please attach a legible copy of your valid passport or other documentation to verify you are a legal citizen of the United States.				
<input type="checkbox"/> I am a non-citizen of the United States, who is lawfully present in the United States and I have a valid US Driver License or US State ID. License/State ID Number: _____ State: _____				
<input type="checkbox"/> I am a non-citizen of the United States, who is lawfully present in the United States and I do not have a valid US Driver License or US State ID. Please attach a legible copy of your current and valid government issued document showing evidence of authorization to work in the United States.				
<input type="checkbox"/> I am a foreign national not physically present in the United States.				
Mailing Address:				
City:			State:	ZIP:
<input type="checkbox"/> Male	Date of Birth:	Phone #:	E-Mail:	
<input type="checkbox"/> Female				
List all other licenses, registrations, or certifications issued by any state which you now hold or have ever held in any profession. (Use additional sheets if necessary.)				
Profession:		Issuing State:		
License Number:		License Status:	Issue Date:	
Profession:		Issuing State:		
License Number:		License Status:	Issue Date:	
Profession:		Issuing State:		
License Number:		License Status:	Issue Date:	
Profession:		Issuing State:		
License Number:		License Status:	Issue Date:	

DO NOT WRITE IN THIS SECTION - FOR DIVISION USE ONLY	
License/Certificate Number: _____	
Date License/Certificate Approved: ___/___/___	
Approved By: _____	
Date License/Certificate Denied: ___/___/___	
Denied By: _____	
Reason for Denial/Other Comments: _____	

AFFIDAVIT and RELEASE AUTHORIZATION

1. I certify that I am qualified in all respects for the license for which I am applying in this application.
2. I certify that to the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, forgery, misrepresentation, omission of material fact; is truthful, correct, and complete; discloses all material facts regarding the applicant; and that I will update or correct the application as necessary, prior to any action on my application.
3. I authorize all persons, institutions, organizations, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division of Occupational and Professional Licensing to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.
4. I understand that it is the continuing responsibility of applicants and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which I am applying, and that failure to do so may result in civil, administrative, or criminal sanctions.

Signature of Applicant: _____ Date of Signature: ___ / ___ / _____

ELECTRICIAN QUALIFYING QUESTIONNAIRE

Answer “yes” or “no” for each question. Do not leave any question blank.

1. _____ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. _____ Have you ever been denied the right to sit for a licensure examination?
3. _____ Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
4. _____ Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any licensing agency or criminal or administrative jurisdiction?
5. _____ Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency or governmental agency?
6. _____ Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?
7. _____ If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your clients, or to the public health, safety, or welfare because of any circumstance or condition?
8. _____ Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?
9. _____ Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?
10. _____ Have you been terminated from a position because of drug use or abuse within the past five (5) years?
11. _____ Are you currently using or have you recently (*within 90 days*) used any drugs (*including recreational drugs*) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?

(Continued on next page.)

12. _____ Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
13. _____ Do you currently have any criminal action pending?
14. _____ Have you pled guilty to, no contest to, entered into a plea in abeyance or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
15. _____ Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?
16. _____ Have you, in the past ten (10) years, been allowed to plea guilty or no contest to any criminal charge that was later dismissed (*i.e. plea in abeyance or deferred sentence*)?
17. _____ Have you ever been incarcerated for any reason in any federal, state or county correctional facility or in any correctional facility in any other jurisdiction or on probation/parole in any jurisdiction?



If you answered “yes” to questions 13, 14, 15, 16, or 17 above, you must submit a complete narrative of the circumstances that occurred for EACH and EVERY conviction, plea in abeyance, and/or deferred sentence. You must also attach copies of all applicable police report(s), court record(s), and probation/parole officer report(s).

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

If you have formally expunged a criminal record as evidenced by a court order signed by a judge, you do not need to disclose that criminal history. Expungement orders must be sent to the Bureau of Criminal Identification and the FBI to enable the expungement to be completed and the criminal history eliminated from the records.



If you answered “yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A “yes” answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.

SUPERVISION OF APPRENTICE ELECTRICIAN

MUST BE COMPLETED BY THE EMPLOYER:

Complete this form and return it to the applicant for submission with his or her application.

Applicant's Name: _____

Employer / Firm Name: _____

Employer / Firm Address: _____

Employer / Firm Phone: _____ Cell Number: _____

Employer / Firm Email: _____

Electrical Contractor's License Number: _____

Supervising Electrician Name: _____

License Number: _____ Type of License: _____

Type of Work Performed by the Company (*commercial, residential, or both*): _____

List **all** other electricians employed by the employer/firm. Include name, license number, and type of license (*master, journeyman or apprentice*). Use additional sheets if necessary.

Name: _____

License Number: _____ Type of License: _____

Name: _____

License Number: _____ Type of License: _____

Name: _____

License Number: _____ Type of License: _____

Name: _____

License Number: _____ Type of License: _____

Name: _____

License Number: _____ Type of License: _____

(Continued on the next page)

I attest that the above named applicant for a Utah apprentice electrician license will be employed as an apprentice by the employer/firm named above and that he or she has entered into a training program approved by the Division of Occupational and Professional Licensing. I also attest that all above information is true and correct.

Signature of Employer/Representative: _____ Date: ___/___/___

Printed Name of Employer/Representative: _____ Title: _____

Phone Number and Cell Number: _____ Email: _____

REQUEST FOR VERIFICATION OF LICENSE

(Use this form to verify licensure in a reciprocal state.)

PART 1 - TO BE COMPLETED BY THE APPLICANT:

If you have passed the trade exam in a reciprocal state, request that state to include the examination information on this form and return it to you for submission with your application.

Applicant's Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s): _____

I am requesting licensure in the state of Utah as a: _____

I am/have been licensed in your state under the name: _____

My Social Security Number is: _____

My Date of Birth is: ___ / ___ / ___

My license number in your state is/was: _____

I have enclosed your state's required verification fee in the amount of: _____

Signature of Applicant: _____ Date of Signature: ___ / ___ / ___

PART 2 - TO BE COMPLETED BY THE VERIFYING AGENCY:

Please furnish the information requested, sign and verify the document, and place the completed form in an envelope, seal the envelope and provide it to the applicant in person or by mail. The qualifier will include the verification of licensure with his/her Utah application. Thank you.

Name of Verifying State: _____

(Continued on the next page)

Name of Licensee (as it appears in verifying state's records): _____

Name of Qualifying Person: _____

Classification of License Issued: _____

License Number: _____ Current Status: _____

Original Date of Licensure: _____ Expiration Date: ___/___/___

Continuously Licensed:

Yes No, please explain: _____

Licensed By:

Exam, Type: _____ Date: ___/___/___

Endorsement, From What State _____ Date: ___/___/___

Examination Scores: _____

Education Required For Licensure: _____

Disciplinary Action or Pending Disciplinary Action:

No Yes, please provide certified copies of all Petitions, Orders, etc.

Signature: _____ Date: ___/___/___

Printed Name: _____ Title: _____

(SEAL)

Phone Number: _____

Email: _____

Agency: _____