

ⁱNew Application Checklists
(KRS 227A-060 & 815 KAR 35:060, 080, 090)

In order to apply for your contractor electrician's license, you will need a Kentucky master electrician license or employ a Kentucky licensed master electrician.

The following must be submitted to obtain a master electrician's license:

1. You must pass the **Master Electrician's Exam No. 701**.
2. Send us a COPY of your passing test results.
3. Send a notarized letter from your employer/former employer/electrical inspector or another master electrician who can verify that you have a minimum of 8 years (16,640 hours or 96 months) of fulltime work as an electrician. The letter must give an example of the some of the work you performed. (or)
4. You may send 8 years of the last page of your 1040 tax form, where you sign your name and list your job title as an electrician. (or)
5. You may send proof of 6 years of experience with completion of an approved apprenticeship training program consisting of a minimum of 576 classroom hours. (or)
6. You may send proof of 5 years of experience and an associate's degree or diploma in electrical technology at a college within the Kentucky Community and Technical College System after 1998.
7. Send a completed application.
8. Send the application fee (no refunds will be issued).
9. Send a passport sized, color photo.
10. Send a copy of your driver's license or a copy of your birth certificate.

The following must be submitted to obtain an electrician's license:

1. You must pass the **Journeyman's Electrical Exam No. 703**.
2. Send us a COPY of your passing test results.
3. Send a notarized letter from your employer/former employer/electrical inspector or a master electrician who can verify that you have a minimum of 6 years (12,480 hours or 72 months) of fulltime work as an electrician. The letter must give an example of the some of the work you performed. (or)
4. You may send 6 years of the last page of your 1040 tax form, where you sign your name and list your job title as an electrician. (or)
5. You may send proof of 4 years experience with completion of an approved apprenticeship training program consisting of a minimum of 576 classroom hours. (or)
6. You may send proof of 3 years of experience and an associate's degree or diploma in electrical technology at a college within the Kentucky Community and Technical College System after 1998.
7. Send a completed application.
8. Send the application fee (no refunds will be issued).
9. Send a passport sized, color photo.
10. Send a copy of your driver's license or a copy of your birth certificate.

The following must be submitted to obtain a contractor electrician's license:

1. Send a copy of your passing test results for **Business and Law Exam No. 231**.
2. Send a Certificate of Liability Insurance/Acord form for your general liability and workers compensation insurance; assuring that the certificate holders reads as follows:
Dept of Housing, Buildings & Construction
Electrical Licensing
101 Sea Hero Rd Suite 100
Frankfort KY 40601

** If you do not have employees, you may submit a notarized workers compensation waiver. It must state you are the sole proprietor and have no employees.** Either the waiver or worker's compensation insurance must be submitted.

ALL INSURANCE COMPANIES MUST BE LISTED BY THE KENTUCKY DEPARTMENT OF INSURANCE: <http://insurance.ky.gov/Company/Default.aspx>

3. Send a clear, color photo: suitable for a passport.
4. Send a completed Contractor Electrician application form.
5. Send the correct fee; no refunds.
6. Send a copy of your driver's license or a copy of your birth certificate.

RECIPROCITY LICENSES: All insurance providers must be listed with the Kentucky Department of Insurance <http://insurance.ky.gov/Company/Default.aspx>

State of OHIO

ELECTRICAL CONTRACTOR: You will be issued a Kentucky Contractor Electrician and Master Electrician license

1. A copy of active Ohio license
2. Send a Certificate of Liability Insurance/Acord form for your general liability and workers compensation insurance; assuring that the certificate holders reads as follows:
Dept of Housing, Buildings & Construction
Electrical Licensing
101 Sea Hero Rd. Suite 100
Frankfort KY 40601
3. Completed reciprocity application
4. Application fee(s)
5. Send a clear, color photo: suitable for a passport
6. Send a copy of your driver's license.

State of LOUISIANA

ELECTRICAL CONTRACTOR: you will be issued a Kentucky Contractor Electrician License and Master Electrician License if you have had an active Louisiana Electrical Contractor/Master Electrician license for **the past 3 years**.

1. A copy of active Louisiana license; proof of active license for 3 years (letter of good standing from Louisiana).
2. Send a Certificate of Liability Insurance/Acord form for your general liability and workers compensation insurance; assuring that the certificate holders reads as follows:
Dept of Housing, Buildings & Construction
Electrical Licensing
101 Sea Hero Rd Suite 100
Frankfort KY 40601
3. Completed Reciprocity application
4. Application fee (s)
5. Send a clear, color photo: suitable for a passport
6. Send a copy of your driver's license.

State of West Virginia or the Commonwealth of Virginia

MASTER ELECTRICIAN or JOURNEYMAN ELECTRICIAN

1. A copy of active Virginia or West Virginia license
2. Completed reciprocity application
3. Application fee
4. Send a clear, color photo: suitable for a passport
5. Send a copy of your driver's license.
6. Good Standing Letter

Please visit our website for more information.

1 - <http://dhbc.ky.gov/>

2 - Click on *Building Codes Enforcement* (on the left sidebar)

3 - Click on *Electrical Licensing* (on the left sidebar)