

# New Application Checklists

(KRS 227A.060 & 815 KAR 35:060; 080; 090)

In order to apply for your electrical contractor'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** with PROV, NASCLA, or Pearson Vue.
2. Send us a COPY of your passing test results.
3. Proof of experience totaling 16,000 hours in the electrical trade since your sixteenth birthday.
4. Send a notarized letter from your employer/former employer who can verify your work experience. The letter must give an example of the some of the work you performed. Hours worked, signed by the Electrical Contractor or Master Electrician. (or)
5. You may send the last page of your 1040 tax form, where you sign your name and list your job title as an electrician. (or)
6. You may send proof of completion of an approved apprenticeship-training program consisting of a minimum of 288 classroom hours. This substitutes for 4,000 hours of verifiable experience in the electrical trade. (or)
7. You may send proof an associate's degree or diploma in electrical technology at a college within the Kentucky Community and Technical College System or at an accredited college or university. This substitutes for 6,000 hours of verifiable experience in the electrical trade. (or)
8. You may send proof of 2 years of teaching electrical technology or a related field at an accredited college or university. This substitutes for 4,000 hours of verifiable experience in the electrical trade.
9. Send a completed application.
10. Send the application fee (no refunds will be issued).
11. Send a passport sized, color photo.

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

1. You must pass the **Journeyman's Electrical Exam** with PROV, NASCLA or Pearson Vue.
2. Send us a COPY of your passing test results.
3. Proof of experience totaling 8,000 hours in the electrical trade since your sixteenth birthday.
4. Send a notarized letter from your employer/former employer who can verify your work experience. The letter must give an example of the some of the work you performed. Hours worked, signed by the Electrical Contractor or Master Electrician. (or)
5. You may send the last page of your 1040 tax form, where you sign your name and list your job title as an electrician. (or)
6. You may send proof of completion of 2 years of a minimum 4-year approved apprenticeship-training program. The remainder of the course must be completed within 4 years of receiving an electrician license or the license will be revoked.
7. You may send proof of completion of an approved apprenticeship-training program consisting of a minimum of 288 classroom hours. This substitutes for 4,000 hours of verifiable experience in the electrical trade. (or)

8. You may send proof an associate's degree or diploma in electrical technology at a college within the Kentucky Community and Technical College System or at an accredited college or university. This substitutes for 4,000 hours of verifiable experience in the electrical trade. (or)
9. You may send proof of 2 years of teaching electrical technology or a related field at an accredited college or university. This substitutes for 4,000 hours of verifiable experience in the electrical trade.
10. Send a completed application.
11. Send the application fee (no refunds will be issued).
12. Send a passport sized, color photo.

**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 with PROV or Pearson Vue.
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**

**500 Mero St, 1<sup>st</sup> FL**

**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:** <https://insurance.ky.gov/ppc/Company/Default.aspx>

3. Send a clear, color photo: suitable for a passport.
4. Send a completed Electrical Contractor application form.
5. Send the correct fee; no refunds.

**RECIPROCITY LICENSES:** All insurance providers must be listed with the Kentucky Department of Insurance <https://insurance.ky.gov/ppc/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**

**500 Mero St. 1<sup>st</sup> Fl.**

**Frankfort KY 40601**

3. Completed Electrical Contractor and Electrical License application
4. Application fee(s)
5. Send a clear, color photo: suitable for a passport
6. Good standing letter

## 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 Electrical License application
3. Application fee
4. Send a clear, color photo: suitable for a passport
6. Good standing letter

Please visit our website for more information.

- 1 - <http://dhbc.ky.gov/>
- 2 - Click on Divisions
- 3 - Click on Licensing