

## **New 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** with PROV or Pearson Vue.
2. Send us a COPY of your passing test results.
3. Send a notarized letter from your employer/former employer 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. Start Date-end/present Date, signed by the Electrical Contractor or Master Electrician. (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** with PROV or Pearson Vue.
2. Send us a COPY of your passing test results.
3. Send a notarized letter from your employer/former employer who can verify that you have a minimum of 4 years (6400 hours or 48 months) of fulltime work as an electrician. The letter must give an example of the some of the work you performed. Start Date-end/present Date, signed by the Electrical Contractor or Master Electrician. (or)
4. You may send 4 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 2 years of a minimum 4 year training course in electrical work acceptable to the department, and shall complete the remaining years of that training course within 4 years of obtaining the electrician license or the license shall be revoked;(or)
6. You may send proof of 2 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 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:** <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**

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

**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**

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

**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)