



## INSTRUCTIONS FOR ELECTRICIAN'S LICENSE

### IOWA ELECTRICAL EXAMINING BOARD

### INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL ITEMS HAVE BEEN SUBMITTED AS REQUIRED

The application must be completed and signed by the applicant. All information must be typed or clearly printed in black or blue ink using upper-case letters. The application and all attachments must be submitted on separate pieces of single-sided, 8½" x 11" plain paper. Please use a paper-clip to fasten all pages together, with the check or money order on top. Do not use staples, and use only plain paper.

If one check will be used to pay for multiple applications, a Combined-Check Worksheet must be completed and submitted with the applications and payment. The Combined-Check Worksheet is available on the back page of the instructions, and on the Department's Website.

### ALL CHECKS ARE TO BE MADE PAYABLE TO: IOWA ELECTRICAL EXAMINING BOARD

**THE FOLLOWING MATRIX SHOULD BE USED TO DETERMINE WHICH PARTS OF THE APPLICATION ARE REQUIRED TO BE COMPLETED BASED ON THE TYPE OF LICENSE DESIRED.**

Type of License	Part 1 License Type	Part 2 Personal Information	Part 3 Educational Record	Part 4 Current Electrical Licenses in Force	Part 5 Screening Questions	Part 6 Practical Electrical Work Experience	Part 7 Verifiable Electrical Work Experience	Part 8 Applicant Signature	Part 9 Electrical Contractor	Class B Affidavit/ Special Electrician Affidavit	Certificate of Responsible Licensed Master
Electrical Contractor	X	X		X	X			X	X		X
Residential Electrical Contractor	X	X		X	X			X	X		X
Class A Master Electrician	X	X	X	X	X	X	X	X			
Class B Master Electrician	X	X	X	X	X	X	X	X		X	
Residential Master Electrician	X	X	X	X	X	X	X	X			
Class A Journeyman Electrician	X	X	X	X	X	X	X	X			
Class B Journeyman Electrician	X	X	X	X	X	X	X	X		X	
Residential Electrician	X	X	X	X	X	X	X	X			
Special Electrician	X	X	X	X	X	X	X	X		X	
Apprentice Electrician	X	X	X		X	X	X	X			
Unclassified Person	X	X	X		X	X	X	X			

# ALL APPLICANTS MUST PROVIDE QUALIFICATIONS FOR TYPE OF LICENSE DESIRED

## Part 1 – LICENSE TYPE

### **1. DESIGNATE TYPE OF LICENSE DESIRED:** - Indicate the type of license desired by checking the appropriate boxes

**Electrical Contractor or Residential Electrical Contractor:** A person affiliated with an electrical contracting firm or business who is licensed by the Board as either a Master Class A or Class B or Residential Master Electrician, or who employs a Master Class A or Class B or Residential Master Electrician, and who is also registered with the State of Iowa Division of Labor as a contractor

**Master Electrician:** Persons having the necessary qualifications and technical knowledge to properly plan, design, lay out, build, and supervise the installation of electrical wiring and equipment for light, heat, and power.

**Class A** - License was obtained by written supervised Iowa Block, Thomson, Experi, Prometric, or Board-approved state examination, and is not subject to the restrictions of a Class B license

**Class B** – License is granted by documentation of 16,000 hours of proven experience AS A MASTER ELECTRICIAN beginning prior to 01/01/1998, and with at least 8,000 hours AS A MASTER ELECTRICIAN between 01/01/1998 and 01/01/2008. License is subject to restrictions by the Board and local political subdivisions.

**Residential Master:** A residential master electrician license may be issued to a person who submits to the Board a completed application with the applicable fee, who is not disqualified from holding a license pursuant to rule 661—502.4(103), and who meets one of the following requirements:

- a. Holds a current residential electrician or journeyman electrician license, has 2,000 hours of verified experience as a residential electrician or a journeyman electrician, and has passed a residential master electrician examination approved by the Board; or
- b. Holds a current special electrician license with a residential endorsement, has 4,000 hours of verified experience, and has passed a residential master electrician examination approved by the Board.

**Journeyman Electrician:** Persons having the necessary qualifications to wire for or install electrical wiring and equipment.

**Class A** - License was obtained by written supervised Iowa Block, Thomson, Experi, Prometric, or Board-approved state examination and is not subject to the restrictions of a Class B license

**Class B** – License is granted by documentation of 16,000 hours of proven experience AS A MASTER OR JOURNEYMAN ELECTRICIAN beginning prior to 01/01/1998, and with at least 8,000 hours AS A MASTER OR JOURNEYMAN ELECTRICIAN between 01/01/1998 and 01/01/2008. License is subject to restrictions by the Board and local political subdivisions.

**Residential Electrician:** A residential electrician license may be issued to a person who submits to the Board a completed application with the applicable fee, who is not disqualified from holding a license pursuant to rule 661—502.4(103), and who meets one of the following requirements:

- a. Holds a current residential special electrician license and has held that license for a minimum of one year and has passed a residential electrician examination approved by the Board; or
- b. Has completed 6,000 hours of experience as an apprentice electrician and has passed a residential electrician examination approved by the Board. An applicant may take the examination required by this paragraph after completing 5,000 hours of experience as an apprentice electrician, although the license will not be issued until the applicant has completed 6,000 hours of such experience; or
- c. Has completed 4,000 hours of experience working under the direct supervision of a residential master electrician, a residential electrician, a master electrician, or a journeyman electrician; has successfully completed a minimum of one academic year of electrical trade school; and has passed a residential electrician examination approved by the Board; or
- d. Has completed 8,000 hours of verified experience as a licensed unclassified person and at least 2,000 hours of verified work experience in residential wiring and has passed a residential electrician examination approved by the Board; or
- e. Has successfully completed a residential electrician apprenticeship program approved by the United States Department of Labor and passed a residential electrician examination approved by the Board.

**Special Electrician Endorsements:** Each endorsement is an area of specialty electrical work that has qualifications that differ from a Master, Journeyman, or Residential license. The fee allows for one or more endorsements, and there is no additional fee for an applicant to have more than one endorsement.

**1) Irrigation System Wiring** - This endorsement requires completion of two years, or 4,000 hours of documented experience in the wiring of irrigation systems, or by passing a written supervised exam approved by the Board.

**2) Disconnecting/ Reconnecting of Existing Air Conditioning and Refrigeration Equipment** - This endorsement requires the applicant to have two years of documented experience in the air conditioning and refrigeration trade **or** to have passed an examination approved by the Board. This license allows individuals to only disconnect and reconnect existing air conditioning and refrigeration equipment. Note: An individual who holds any of the following licenses issued by the Plumbing and Mechanical Board are not required to hold this license; Master HVAC, Journeyman HVAC, Master Refrigeration or Journeyman Refrigeration.

**3) Sign Installation** - This endorsement allows the applicant to connect signs to electrical systems. There are no examination or experience requirements for this endorsement. This endorsement does **not** authorize a licensee to connect power to a sign that has a voltage greater than 220 Volts and an ampere rating of greater than 20 amps. Initial installation and/or upgrading of the branch circuits supplying power to the sign shall be installed by a licensed journeyman or master electrician.

**Apprentice Electrician:** Person engaged in learning and assisting in the installation, alteration, and repair of electrical wiring, apparatus, and equipment as an employee of a person licensed by the Board, and is progressing toward the completion of an apprenticeship program registered by the Bureau of Apprenticeship and Training with the United States Department of Labor. A document of indenture (ETA 671) or approval from the Apprenticeship Program must accompany the application.

**Unclassified Person:** Any person other than an apprentice electrician or other State of Iowa-licensed electrician, who, as part of his or her principal occupation, is engaged in learning and assisting in the installation, alteration and repair of electrical wiring, apparatus, and equipment as an employee of a State of Iowa licensed Electrical Contractor, Master, or Journeyman electrician. The work of the Unclassified electrician **must have on-the-job supervision** by a State of Iowa Licensed Master or Journeyman electrician.

## **2. APPLICATION FOR LICENSE BY:**

**Examination:** Check this box if you plan to take an examination sponsored by the State of Iowa to obtain an electrician's license. All experience requirements and qualifications per the State Electrical Examining Board must be met to qualify for the examination. Please complete the Testing Sponsorship Request Form, available on the website under the "Forms" tab.

**Reciprocal:** Check this box if you intend to obtain your license through reciprocity with states that have entered into a reciprocity agreement with the State of Iowa. As of 6-12-13 Iowa reciprocates with Nebraska (Journeyman license), South Dakota and Minnesota (Journeyman and Master/Contractor license).

If you have held a current license from one of those states for more than a year and received the license as a result of passing that state's exam with a score of 75% or greater AND meet Iowa's requirements for the Journeyman or Master license, you may request the State of Iowa license. Please include a copy of the originating state's license.

**Proof of Work Experience:** Check this box if you intend to obtain the Unclassified Person license, Class B license, or the Special Electrician license, by providing proof of work experience.

**Existing City License in Iowa:** Check this box if you intend to obtain a license by indicating that you currently possess an electrician's license that was obtained through a local Iowa political subdivision that required the passing of a Block, Thomson, Exporior, or Prometric written supervised examination prior to October 1, 2008 in order to obtain licensure. Provide a copy of the license and testing results with your application.

## **Part 2- PERSONAL INFORMATION**

**Name:** Full Name of applicant – *Electrical Contractor Business Name is required in a later section*

**Social Security Number:** Provide the Social Security number that is used by the applicant. All social security numbers will be kept confidential.

**Date of Birth**

**Telephone Number**

**Addresses** (Mailing Address, City, County, State, Zip Code) - Provide the US Postal Service-approved mailing address, and e-mail address of the applicant.

## **Part 3 - EDUCATIONAL RECORD**

If you have attended any post-high school electrical training program at all, **or if you are currently enrolled** in an electrical training program, please include the information here, even if you did not graduate or receive a certificate. Check the YES box only if you received a diploma or certificate. If none of the questions apply, check the NO box for each question and continue to the next section of the form.

## **Part 4 -CURRENT ELECTRICAL LICENSES IN FORCE**

If you do not currently have any electrical licenses in force, leave this section blank or write N/A or "NONE" next to CURRENT LICENSES IN FORCE Column.

**Type of license, issuing jurisdiction, license number, year license issued, and expiration date of license** – Enter the type of license (master, journeyman, electrical contractor, etc.), Jurisdiction that issued license (i.e. City of Des Moines, State of Nebraska, Linn County), License Number, Year license was issued (Original Issue Date), and expiration date of license

**IS THIS LICENSE CURRENT/ ACTIVE?** – Check the appropriate box if your current license is active and up-to-date.

**WAS THE LICENSE OBTAINED BY EXAMINATION?** – Check the appropriate box if the license you currently hold was obtained by passing a written supervised examination.

## **Part 5 – SCREENING QUESTIONS**

Answer all questions in this section. Failure to do so could result in your license being delayed. If you checked "YES" to any question, please explain in the "Remarks" section on Page 3, or on a separate sheet of paper.

## Part 6- PRACTICAL ELECTRICAL WORK EXPERIENCE

**PRACTICAL ELECTRICAL EXPERIENCE:** On the left side of the section provide the amount of time the applicant was performing at the various levels of electrical occupations. If you are a newly-hired Unclassified Person, put the number 1 next to the category “Other” and write “Helper”.

On the right side of the section provide the percentage of time that the applicant spent in each type of work. The total percentage should add up to 100%.

**REFERENCES:** Provide names, addresses, and phone numbers of 3 persons or firms, preferably in the electrical industry, to be used as references. These can be supervisors, instructors, mentors, co-workers, supply houses, clients.... (Anyone who would vouch for the work you perform.)

**REMARKS:** - Space provided for comments or additional information that would assist the Board in evaluating your application.

## Part 7 - VERIFIABLE ELECTRICAL WORK EXPERIENCE

**Name of Current/ Previous Employer:** Provide names of present and previous employers. If self-employed, list company name and indicate self-employed. If you are a union-member, please list the name, address, and phone number of the union as your employer if the union assigns you to contractors. You may use a print-out from your local or your benefits office to support the hours of experience.

**Mailing Address:** Mailing Address of Employer (Mailing Address, City, State, Zip Code)

**Dates of Employment:** Approximate Start and Ending Dates

**Job Title**

**Employers' Phone Numbers--** (If still in Business)

**Reason for Leaving** – Indicate reason for leaving (i.e. Better Opportunity, Resigned, Laid Off, Fired, etc.)

**Duties**– Provide a detailed explanation of the nature of work that the applicant performed during employment: Please do not fill in the block stating “electrical work”, “electrician duties”, or “all aspects of electrical work”. Specify electrical functions and tasks performed.... i.e. bend conduit, wire switches, pull wire.... This is to show the “variety and scope” of the electrical work that the applicant has performed.

## Part 8- APPLICANT SIGNATURE– Sign and date the application

Please remember that the application must be completed in blue or black ink and all attachments must be submitted on separate pieces of single-sided, 8½” x 11” paper. Please use a paper-clip to fasten all pages together. Do not staple. Any deviation from these instructions may delay the processing of your application.

Documents submitted with the application WILL NOT BE RETURNED. Keep a copy of the completed application, of all attachments and of your check. Do not submit forms that you are not required to complete.

Before you sign, carefully read the statement at the bottom of the application. Be aware that information provided on this application and any attachments are subject to audit. Providing false information may result in revocation of this license and imposition of administrative penalties.

**Part 9- ELECTRICAL CONTRACTOR** - This portion of the application is to be completed only by those applying for an Electrical Contractor license. A State of Iowa Licensed Master Electrician or applicant is required to be in the employ of the applicant for the Electrical Contractor license

**Name of Responsible Master Electrician:** Print the name of the Responsible Master Electrician or applicant that is employed by the Electrical Contractor applicant. This may be the same name as the Electrical Contractor applicant, and the two applications may be submitted on the same form if under the same name.

**Certificate of Responsible Licensed Master (next page):** A Certificate of Responsible Master Electrician is required to obtain an Electrical Contractor License. If the applicant is applying for the Master Electrician License at the same time, he or she may complete the Certificate of Responsible Licensed Master as if the license has been issued.

**Name of Contractor Representative:** Print the name of the Company Representative (i.e. owner, officer of corporation, etc.).

**Business Name of Contractor:** Enter the business name of contractor as it appears on the Contractor Registration Form issued by the Iowa Division of Labor, except for an individual (sole proprietor) or a partnership making application using the individual's or all partners' own full true name(s) as the contractor name. Examples of business names:

An individual without an assumed name – John Doe or John Doe Electric

An individual with an assumed name – John Doe dba Assumed Name

A partnership with an assumed name – John Doe and Jane Doe dba Assumed Name

A corporation – Company Name, Inc.

A limited liability company – Company Name, LLC or LLP

**Business Address:** Address of the business

**Mailing Address:** Required if different from business address

**An Electrical Contractor is required to be registered as a contractor with Iowa Workforce Development before the State of Iowa Electrical Contractor license will be issued. Iowa Division of Labor Contractor Registration #** - Provide the registration number of the contracting company as provided by the Iowa Division of Labor. To check the requirements of the Iowa Division of Labor visit the website: <http://www.iowaworkforce.org/labor/contractor.htm>, or call (515) 281-5387 or (Toll-free in Iowa) 1-800-562-4692.

**Federal Tax ID# or Employer Identification #:** Provide the federal tax identification number or employer identification number assigned to the business by the U.S. Department of Treasury – Internal Revenue Service. Sole proprietorships and partnership should provide their social security number(s) in lieu of the employer identification number. All employer identification numbers and social security numbers will not be part of the public record, and will be kept confidential.

**Signature of Contractor Representative:** Contractor Representative must sign and date the application

**Signature of Responsible Master or Master Applicant:** Responsible Master Electrician or Master Electrician Applicant must sign and date the application. These signatures may be by the same person if BOTH licenses are to be issued to the applicant.

**CLASS B AFFIDAVIT FORM:** This form is used to verify that the applicant has accumulated at least 16,000 hours of electrical experience, which at least 8,000 hours shall have been worked after 01/01/1998, and whose experience began on or before 01/01/1998

**CHOOSE EITHER THE MASTER OR JOURNEYMAN AFFIDAVIT. THIS PROVISION ONLY APPLIES TO THOSE APPLYING FOR THE MASTER OR JOURNEYMAN CLASS B LICENSE**

**Print Name of Qualifying Party:** Print name of applicant applying for Class B license

**Signature of Qualifying Party:** Signature of applicant applying for Class B license

**Name of Business:** Print Name of Business or Union Local Number that applicant works for/ owns

**Date:** Print date that the form was completed.

**THIS FORM IS REQUIRED TO BE NOTARIZED:** The bottom of this form is required to be completed by a notary of the public. A notary of the public is required to witness that the signature of the person signing this document is authentic.

A notary of the public in your area can be found at the following web site: <http://www.sos.state.ia.us/notaries/index.html> This website contains a searchable database of notaries of the public in your area.

**SPECIAL ELECTRICIAN AFFIDAVIT FORM:** This information is used to verify that the applicant meets the experience requirements for a particular special electrician endorsement. IF YOU ARE APPLYING FOR A SPECIAL ELECTRICIAN LICENSE THAT IS BASED UPON WORK EXPERIENCE, THIS FORM IS REQUIRED TO BE COMPLETED.

SELECT A SPECIAL ELECTRICIAN ENDORSEMENT. MULTIPLE ENDORSEMENTS MAY BE CHOSEN.

**Print Name of Qualifying Party:** Print name of applicant applying for Special Electrician license

**Signature of Qualifying Party:** Signature of applicant applying for Special Electrician license

**Name of Business:** Print Name of Business or Union Local Number that applicant works for/ owns

**Date:** Print date that the form was completed

**THIS FORM IS REQUIRED TO BE NOTARIZED:** The bottom of this form is required to be completed by a notary of the public. A notary of the public is required to witness that the signature of the person signing this document is authentic.

A notary of the public in your area can be found at the following web site: <http://www.sos.state.ia.us/notaries/index.html> This website contains a searchable database of notaries of the public in your area.

**CERTIFICATE OF RESPONSIBLE LICENSED MASTER:** This form is to designate a master electrician who is responsible for the Electrical Contracting Firm who will assume the responsibility for the compliance of the Iowa Administrative Code 661, and the requirements of the Iowa Electrical Examining Board.

**Name of Licensee, City, and State:** Print name, city and state of residence of the State of Iowa Licensed Master Electrician or Master License applicant who will be named as the Responsible Licensed Master.

**Name of Electrical Contracting Firm:** Print business name, city, and state of Contractor. This must be the same name as that listed on Page 4, Part 9, Number 1 of the application.

**Signature, Social Security Number, and Date of Birth of Master Electrician or Master License Applicant:** This must be the same as that listed on the license application of the Master Electrician. All social security numbers will be kept confidential

**THIS FORM IS REQUIRED TO BE NOTARIZED:** The bottom of this form is required to be completed by a notary of the public. A notary of the public is required to witness that the signature of the person signing this document is authentic.

A notary of the public in your area can be found at the following web site: <http://www.sos.state.ia.us/notaries/index.html> This website contains a searchable database of notaries of the public in your area.

**TESTING SPONSORSHIP REQUEST FORM:** To be completed **ONLY by those wishing to take the license exam(s)**. Complete the request and submit it **on top of the first page** of the application. When reviewed and approved for sponsorship, we will send to you the Test Registration Form. With the information provided on the form, you will contact the Testing service to schedule a site and date for the exam that is convenient for you. After receiving the passing test results, we will contact you further concerning issuance of the license. Sponsorship Request Forms can be found at: <http://www.dps.state.ia.us/fm/electrician/index.shtml>

**AFFIDAVIT OF EXPERIENCE FOR RECIPROCAL LICENSE:** This form is used to verify that the applicant has accumulated at least 16,000 hours of electrical experience while licensed by the originating state. **THIS FORM IS REQUIRED TO BE NOTARIZED** – The bottom of this form is required to be completed by a notary of the public. A notary of the public is required to witness the signature of the applicant, and attest that the signature is authentic. This affidavit must show the **original** signature of the applicant, so it **MUST** be submitted by US mail, along with a copy of the current state license. Affidavit for reciprocal license can be found at: <http://www.dps.state.ia.us/fm/electrician/index.shtml>

QUESTIONS? Call 1-866-923-1082 (Toll-free in-state only) or (515) 725-6147; e-mail us at [elecinfo@dps.state.ia.us](mailto:elecinfo@dps.state.ia.us); or FAX us at (515) 725-6151 for help.

Additional information is available at the websites: <http://www.dps.state.ia.us/fm/electrician/index.shtml> and <https://iowaelectrical.gov/index.php/pages/home> .



# **COMBINED-CHECK WORKSHEET** IOWA ELECTRICAL EXAMINING BOARD

## Contact Information

Name			
Address			
Telephone		Email	

	APPLICANT NAME	Electrical Contractor	Residential Contractor	Class A Master	Class B Master	Residential Master	Class A Journeyman	Class B Journeyman	Residential Electrician	Special Electrician	Apprentice or Unclassified Person
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
	Add up each column										
	Multiply by Fee										
	Total fee due for each license type										

CHECK NUMBER

TOTAL DUE

Use this worksheet to submit one check to pay the fees for up to 20 applications. List each applicant's name and mark the license type they are seeking in the appropriate column. Add all of the fees due and submit one check in that amount along with all of the applications. Please note that if the names listed on this worksheet do not match those on the applications submitted or if the check is not for the correct amount, the applications will not be processed and the entire packet will be returned.