



CONSTRUCTION INDUSTRIES BOARD

2401 NW 23rd, Suite 2F
OKLAHOMA CITY, OK 73107
PH: (405) 521-6550 or Toll Free (877) 484-4424
Web site: <http://cib.ok.gov>

ELECTRICAL APPLICATION INFORMATION

All applicants must be eighteen (18) years of age or older

FEES – MUST ACCOMPANY APPLICATION:

Make remittance payable to the **CONSTRUCTION INDUSTRIES BOARD or CIB**

Electrical Contractor **\$330.00** (License \$300.00 / Processing \$30.00)

Electrical Journeyman (Reciprocal or otherwise) **\$75.00** (License \$50.00 / Processing \$25.00)

LIMITED ELECTRICAL CONTRACTOR EXAMINATION REQUIREMENTS

This person is prohibited from engaging in the work of an apprentice or journeyman electrician

- Degree in Electrical Engineering from an accredited college or university and 8,000 hours of electrical experience in field construction, electrical estimating, electrical project management in commercial/industrial electrical work,

OR

- Verification of 16,000 hours experience in the electrical trade performing electrical work, estimating or project management in commercial/industrial work.
 - **(Must be an Owner, Partner, or Officer in electrical firm)**

UNLIMITED ELECTRICAL CONTRACTOR EXAMINATION REQUIREMENTS

- 12,000 Verifiable hrs on the job experience in electrical construction work while employed by licensed electrical contractor
- Proof of 4,000 hrs and 2 yrs experience as licensed unlimited electrical journeyman employed by licensed elec. contractor
- 6,000 hours must be in commercial industrial work obtained while employed by a licensed electrical contractor
- 2,000 hours maximum *may* be satisfied by formal electrical education*
 - **(Must be an Owner, Partner, or Officer in electrical firm)**

UNLIMITED ELECTRICAL JOURNEYMAN EXAMINATION REQUIREMENTS

- 8,000 Verifiable hours on the job experience in electrical construction work while employed by an electrical contractor and registered as an apprentice under the direct supervision of a licensed journeyman or licensed contractor
- 4,000 hours must be in commercial/ industrial work
- 2,000 hours may be satisfied by formal electrical education*

RESIDENTIAL ELECTRICAL CONTRACTOR EXAMINATION REQUIREMENTS

(Residential electrical licenses are limited to wiring one and two family dwellings)

- 8,000 verifiable hours total in electrical construction work while employed by an electrical contractor
- 4,000 hours as a residential or unlimited journeyman electrician under the employment and supervision of an electrical contractor
- 4,000 hours as a registered apprentice under the employment and supervision of an electrical contractor **OR**
- 3,000 hours as a registered apprentice and 1,000 hours may be satisfied by formal electrical education*
 - **(Must be an Owner, Partner, or Officer in electrical firm)**

RESIDENTIAL ELECTRICAL JOURNEYMAN EXAMINATION REQUIREMENTS

(Residential electrical licenses are limited to wiring one and two family dwellings)

- 4,000 Verifiable hours on the job experience in electrical construction work while employed by an electrical contractor and registered as an apprentice under the direct supervision of a licensed journeyman or licensed contractor.
- 1,000 hours may be satisfied by formal electrical education*

REFINERY ELECTRICAL JOURNEYMAN EXAMINATION REQUIREMENTS

(Refinery electrical licenses are limited to wiring inside Refinery facilities that are defined as facilities designed and operated to receive, unload, store, process and refine raw crude oil.)

A verifiable license in the unlimited electrical classification issued by a jurisdiction outside of the State of Oklahoma that is:

- i. current, and
- ii. in good standing.

For purposes of meeting the experience requirements, one (1) year full-time employment approximates two thousand (2,000) hours

****Educational Experience must be actual class room hours verified with a transcript***

GUIDELINES FOR APPLICATION

DO NOT RETURN THIS PAGE WITH YOUR APPLICATION

GENERAL INSTRUCTIONS

Applicants for Electrical License should make themselves familiar with The Electrical License Act and the Rules and Regulations. The application must be completed and signed by the applicant. An application is not considered complete and will not be processed until all items have been submitted as required. All information provided must be typed or legibly printed in ink. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. Please use a paperclip to fasten all pages together, with the check or money order on top. **Do not use staples.**

Completion

1. Your application must be complete. Check the box at the top right hand corner of the application for the license for which you are applying.
2. Your signature and "Affidavit of Lawful Presence" must be notarized.
3. Work history must be completed for all types of electrical license. Provide a complete work history with all blanks filled out. If a company that you have worked for is out of business, state so on the form. (You may duplicate the work history form as many times as is necessary to be complete.)
4. Experience affidavits must be provided and signed by the employer(s). Any non-employer must provide information describing how he has knowledge that you worked those hours. Making a false statement in the application for a license may result in suspension, revocation, and/or prosecution for perjury. (You may duplicate the affidavit of experience form as many times as is necessary to be complete.)

Experience

5. Oklahoma residents must have been registered as an apprentice to accumulate the requisite hours for a Residential Journeyman or Unlimited Journeyman license.
6. Out-of-state residents must have completed similar experience requirements and include a front and back copy of apprenticeship registrations or all government issued electrical license(s).
7. Utility electrical work is not counted as experience. Education can only count a maximum of 2000 hours.
8. To obtain educational credit you must present transcripts, classroom hours attended, grades, and certificates of approved course(s).
9. You may be asked to provide tax records or a social security earnings report if hours are irregular or in cases where the experience was obtained from companies that are now out of business.

Fees

10. Make sure you include a check for the proper amount of license fees and the non-refundable processing fee.

Reciprocity

11. Please check with your state to determine if there is a Reciprocal Journeyman Electrician License Agreement between Oklahoma and the state in which you are currently licensed. A list of the states with which the CIB has a Reciprocity Agreement can be found on the CIB website (www.ok.gov/cib).
12. Reciprocal license can NOT be a 'grandfathered license'.
13. You must have had a license a minimum of one year to reciprocate.
14. The application including 'Work History' must be completed.
15. If your address changes after you submit your application, notify CIB in writing. The Electrical Licensing Unit of the Construction Industries Board works very hard to process your application in a timely manner. Please do not call to check the status of your application. You will be notified in writing once your application has been reviewed.

EXAMINATION INFORMATION

All applicants are required to pass the Oklahoma electrical exam to gain licensure – exception: reciprocal applicants

Once the Construction Industries Board receives your application and remittance, it will be reviewed for approval. Your information will be forwarded to our national testing provider, PSI, for testing. You will receive notification from PSI on study material, testing sites, testing fees and testing dates. You may contact PSI at (800) 733-9267 or at www.psiexams.com

BUSINESS & LAW

The following reference materials are allowed in the examination center:

Note: Title 158 of the Oklahoma Administrative Code (OAC 158) contains the administrative rules of the Oklahoma Construction Industries Board.

- Oklahoma Electrical Industry Regulations, OAC 158, Chapter 40, Oklahoma Construction Industries Board, 2401 NW 23rd Street, Suite 2F, Oklahoma City, OK 73107, <http://ok.gov/cib/>.
- Oklahoma Fine Schedule of the Construction Industries Board, OAC 158, Chapter 10, Oklahoma Construction Industries Board, 2401 NW 23rd Street, Suite 2F, Oklahoma City, OK 73107, <http://ok.gov/cib/>.
- Oklahoma Workers' Compensation Act, Oklahoma Statutes, Title 85, Oklahoma Construction Industries Board, 2401 NW 23rd Street, Suite 2F, Oklahoma City, OK 73107, <http://ok.gov/cib/>.
- Oklahoma Electrical License Act, Oklahoma Statutes, Title 59, Chapter 40A, Oklahoma Construction Industries Board, 2401 NW 23rd Street, Suite 2F, Oklahoma City, OK 73107, <http://ok.gov/cib/>.
- Oklahoma Lien Law, Oklahoma Statutes, Title 42, Chapter 3, Oklahoma Construction Industries Board, 2401 NW 23rd Street, Suite 2F, Oklahoma City, OK 73107, <http://ok.gov/cib/>.
- Contractor's Guide to Business, Law and Project Management, as listed in the Candidate Bulletin, NASCLA Educational Resources and Publications, 23309 N. 17th Dr., Building 1, Unit 110, Phoenix, AZ 85027, (623) 587-9519, Fax (623) 587-9625, www.nascla.org, ISBN: 1-934234-39-7

UNLIMITED and LIMITED / CONTRACTOR and JOURNEYMAN

The following reference materials are allowed in the examination center:

- NFPA 70 - National Electrical Code, 2014 Edition, National Fire Protection Association (NFPA), 1 Batterymarch Park, Quincy, MA 02169-9101, (800) 344- 3555, www.nfpa.org (spiral bound copies of National Electric Code will NOT be allowed in the test center)
- *Code of Federal Regulations – 29 CFR Part 1926 (OSHA)*, with latest available amendments, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, (888) 293-6498, <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>
--OR--
Code of Federal Regulations – 29 CFR Part 1926 Selections by PSI, with latest available amendments, 3210 E Tropicana, Las Vegas, NV 89121, (800) 733-9267, www.psiexams.com
- *Ugly's Electrical References*, George V. Hart, any edition, Jones and Bartlett, (800) 832-0034, www.uglys.net, ISBN 978-0-7637-7126-3.

If an applicant for a contractor license passes only one of the two portions of the required exam, the applicant need only retake the portion of the exam not passed if done within three (3) years of the date the Applicant is approved and eligible to sit for the contractor's exam. Otherwise, the Applicant will need to retake both portions of the contractor license exam.

<input type="checkbox"/> Unlimited Contractor	<input type="checkbox"/> Unlimited Journeyman
<input type="checkbox"/> Limited Contractor	<input type="checkbox"/> Residential Journeyman
<input type="checkbox"/> Residential Contractor	<input type="checkbox"/> Refinery Journeyman
	<input type="checkbox"/> <i>Reciprocal Journeyman</i>

CERTIFICATE IN SUPPORT OF EXAMINEE'S EXPERIENCE QUALIFICATIONS

NOTE: Experience must be verified by affidavit or letters with original notarized signatures

Information in this box must be printed in ink or typed

IN THE MATTER OF: _____

First

Middle

Last

Street Address

City

State

Zip

CERTIFIER MUST COMPLETE ALL INFORMATION

(See instructions on the next page of this form)

I, _____, certify that I have personally known _____
Certifier *Applicant*

From: _____ / _____ To: _____ / _____ and that I know of my own direct knowledge that said
Month *Year* *Month* *Year*
employee was employed by:

Name of Employer

Street Address

City

State

Zip

Business Phone

TO BE COMPLETED BY CERTIFIER

From: _____ / _____ To: _____ / _____ as an Apprentice
Month *Year* *Month* *Year*

From: _____ / _____ To: _____ / _____ as a _____ Journeyman _____ Contractor
Month *Year* *Month* *Year*

For a total of: _____ Hours of verifiable electrical construction experience worked.

One (1) year full-time employment generally approximates two thousand (2,000) hours

Percent of work experience by classification:

Commercial Industrial _____ Residential (1 & 2 Family) _____ Other _____

DESCRIBE IN DETAIL THE TYPE OF WORK PERFORMED BY THE EXAMINEE. PLEASE DETAIL ALL ELECTRICAL AND CONSTRUCTION WORK PERFORMED.

(For additional space, see next page)

Did the examinee demonstrate a level of knowledge and skill expected of a journeyman or contractor in the electrical construction trade listed above? Yes No

Check which identifies your business relationship to the examinee:

Employer _____ Other, specify work relationship _____ *(see instruction sheet)*

I certify under penalty of perjury under the laws of the State of Oklahoma that the foregoing is true and correct.

Signature of Certifier

Month

Day

Year

If you are a licensed electrical Contractor Journeyman
/Verifier

Circle one of above

License Number

State

Print Name of Certifier

Street Address of Certifier City State Zip (____) Telephone Number

INSTRUCTIONS TO CERTIFIER VERIFYING EXAMINEE'S EXPERIENCE

The examinee named on this form is required to furnish one or more certificates in support of electrical construction experience shown on his/her application. The examinee, therefore, is requesting you to certify as to your knowledge of his/her experience.

All statements made on behalf of an examinee's experience in the classification cited on this form shall be verified by a qualified and responsible person, that is a licensed contractor employer, or qualified representative of an electrical trade facility (Career Tech, ABC, IEC, IBEW, etc.), who has DIRECT KNOWLEDGE AND VERIFICATION of the examinee's qualifications and capacity to become a licensed journeyman or contractor. The qualified and responsible person must certify that the examinee demonstrates a level of knowledge and skill expected of a journeyman or contractor in the classification for which application is being made.

The certifier should include only hours while employed including, but not limited to, discussion of the examinee's knowledge of services and panel board installations, grounding applications, feeder and branch circuits, transformer installations, motor control applications, fixture installations and hazardous applications and include percentage of experience by classification.

Your cooperation is earnestly solicited so that the Construction Industries Board can determine whether an applicant has had the experience necessary to become a capable and qualified electrical contractor or journeyman electrician.

Any person who knowingly procures or offers any false or forged instrument to be filed, registered, or recorded in any public office, within this state, which instrument, if genuine, might be filed, or registered, or recorded under any law of the the United States or of the law of the state (Title 21, Section 463), is guilty of a felony.

DO NOT SEND THIS FORM TO THE CONSTRUCTION INDUSTRIES BOARD. RETURN IT TO THE EXAMINEE IN ORDER THAT HE/SHE MAY ATTACH IT TO HIS/HER APPLICATION.

(ADDITIONAL COMMENT SPACE):

Employment Record

Employment History of Current Position			
Employer:		Employer Telephone	
Employer Address(<i>Include Street, City, State & Zip</i>)			
Department:		Immediate Supervisor	
Date of Employment (Mo/Yr)	Date of Separation (Mo/Yr)	Reason for Leaving	
Title or Position: (Also Indicate trade status – Contractor, Journeyman or Apprentice)			
Describe Duties in Detail:			

Employment History of Previous Position			
Employer:		Employer Telephone	
Employer Address(<i>Include Street, City, State & Zip</i>)			
Department:		Immediate Supervisor	
Date of Employment (Mo/Yr)	Date of Separation (Mo/Yr)	Reason for Leaving	
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Employer Address(Include Street, City, State & Zip)			
Department:		Immediate Supervisor	
Date of Employment (Mo/Yr)	Date of Separation (Mo/Yr)		Reason for Leaving
Title or Position: (Also Indicate trade status – Contractor, Journeyman or Apprentice)			
Describe Duties in Detail:			

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma Construction Industries Board are required, by the provisions of 56 O.S. § 71, to provide the Board with verification of lawful presence in the United States by executing the Affidavit shown below before a notary public or other officer authorized to notarize affidavits under State law. The Board's licensing office is staffed with notaries who are available to provide notary service at no cost to Applicants.

Affidavit of

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