



# CONSTRUCTION INDUSTRIES BOARD

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

## 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**

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

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

Electrical Contractor / Journey Reciprocity - **\$405.00**

### LIMITED ELECTRICAL CONTRACTOR LICENSE 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 an additional
- 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.

### UNLIMITED ELECTRICAL CONTRACTOR LICENSE REQUIREMENTS

- 12,000 Verifiable Hours on the job experience in electrical construction work
- Proof of 4,000 hours experience as licensed Unlimited electrical journeyman
- 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 a Corporation)**

### UNLIMITED ELECTRICAL JOURNEYMAN REQUIREMENTS

- 8,000 Verifiable hours on the job experience in the electrical construction trade as a registered 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\*and/or verified military electrical installations

### RESIDENTIAL ELECTRICAL CONTRACTOR REQUIREMENTS

*(Residential electrical licenses are limited to wiring buildings as defined in the NEC for one and two family dwellings)*

- 8,000 verifiable hours total
- 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 **OR**
- 3,000 hours as a registered apprentice and 1,000 hours may be satisfied by formal electrical education\*
- Passed the residential or unlimited journeyman electrical examination
  - **(Must be an Owner, Partner, or Officer in a Corporation)**

### RESIDENTIAL ELECTRICAL JOURNEYMAN REQUIREMENTS

*(Residential electrical licenses are limited to wiring buildings as defined in the NEC for one and two family dwellings)*

- 4,000 Verifiable hours on the job experience in the electrical construction trade as a registered apprentice under the direct supervision of a licensed journeyman or licensed contractor.
- 1,000 hours may be satisfied by formal electrical education\*and/or verified military electrical installations

### REFINERY ELECTRICAL JOURNEYMAN 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.

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

## **EXAMINATION INFORMATION**

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

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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 sights, testing fees and testing dates. You may contact PSI at (800) 733-9267 or at [www.psiexams.com](http://www.psiexams.com)

### ***BUSINESS & LAW***

***The following reference materials are allowed in the examination center:***

- Oklahoma Electrical Industry Regulations, Oklahoma Code, Title 158, Chapter 40, Oklahoma Construction Industries Board, 2401 NW 23rd Street, Suite 5, Oklahoma City, OK 73107, <http://ok.gov/cib/> .
- Oklahoma Fine Schedule of the Construction Industries Board, Oklahoma Code, Title 158, Chapter 10, Oklahoma Construction Industries Board, 2401 NW 23rd Street, Suite 5, 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 5, 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 5, 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 5, Oklahoma City, OK 73107, <http://ok.gov/cib/>.
- Construction Management Guide: Basic Business and Project Management for Contractors, 2004, National Association of State Contractor Licensing Agencies (NASCLA), PO Box 14941, Scottsdale, AZ 85267, (480) 948-3363, [www.nascla.org](http://www.nascla.org)

### ***UNLIMITED and LIMITED / CONTRACTOR and JOURNEYMAN***

***The following reference materials are allowed in the examination center:***

- NFPA 70 - National Electrical Code, 2008 Edition, National Fire Protection Association (NFPA), 1 Batterymarch Park, Quincy, MA 02169-9101, (800) 344- 3555, [www.nfpa.org](http://www.nfpa.org)
- Code of Federal Regulations Title 29, Part 1926 (OSHA), 2002, Superintendent of Documents, PO Box 371954, Pittsburgh, PA 15250-7954, (888) 293-6498, <http://bookstore.gpo.gov/> **--OR--** PSI OSHA Excerpts 2003, PSI, 3210 E Tropicana, Las Vegas, NV 89121, (800) 733-9267, [www. psiexams.com](http://www.psiexams.com)
- Ugly's Electrical References, 2005, George V. Hart, Sammie Hart, ISBN: 0-9623229-7-0, Burleson Distributing Corp., 3501 Oak Forest Drive, Houston, TX 77018, (800) 531-1660, [www.uglyelectrical.com](http://www.uglyelectrical.com)



**GUIDELINES FOR APPLICATION**  
**DO NOT RETURN THIS PAGE WITH YOUR APPLICATION**

**GENERAL INSTRUCTIONS**

Applicants for Electrical License should make themselves familiar with The Electrical Licensing 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 black ink using upper case letters. 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 and applicable military experience 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. Reciprocal license can NOT be 'grandfathered license'.
12. You must have had a license a minimum of one year to reciprocate.
13. The application including 'Work History' must be completed. Only the 'Affidavit of Experience' may be omitted.

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.

**DO NOT RETURN THIS PAGE WITH YOUR APPLICATION**

# CERTIFICATE IN SUPPORT OF EXAMINEE'S EXPERIENCE QUALIFICATIONS

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

*Information in this box must be printed or typed*

IN THE MATTER OF: \_\_\_\_\_  
*First*
*Middle*
*Last*  
 \_\_\_\_\_  
*Street Address*
*City*
*State*
*Zip*

## CERTIFIER MUST COMPLETE ALL INFORMATION (See instructions on the back 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  
 \*\*\*One (1) year full-time employment equals two thousand (2,000) hours\*\*\*

Percent of work experience by classification:  
 Commercial Industrial \_\_\_\_\_ Residential (1 & 2 Family) \_\_\_\_\_ Oilfield \_\_\_\_\_ 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 \_\_\_\_\_  
*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 a qualified representative of an electrical trade facility (Career Tech, IBEW, IEC, ABC, etc.), who has **DIRECT KNOWLEDGE** 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, 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.

Your cooperation is earnestly solicited so that the State Electrical Licensing Committee 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 STATE LICENSING COMMITTEE. RETURN IT TO THE EXAMINEE IN ORDER THAT HE/SHE MAY ATTACH IT TO HIS/HER APPLICATION.**

(ADDITIONAL COMMENT SPACE):

\_\_\_\_\_  
\_\_\_\_\_  
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# Employment Record

Employment History of Current Position		
Employer:	Employer Telephone	
Employer Address( <i>Include Street, City, State &amp; 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:		

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