

MAIL APPLICATION AND FEE TO:
 Department of Labor and Industries
 Electrical Licensing & Certification
 PO Box 44460
 Olympia WA 98504-4460
 www.Lni.wa.gov



APPLICATION/RENEWAL FOR AN ELECTRICAL TRAINING CERTIFICATE

Original (first time) application fee is: \$37.10
Renewal or update fee is: \$44.90
Renewal Fee if received late: \$63.00

Name <i>(Last name, first name, middle initial)</i>			Birth Date
Mailing Address			Social Security Number
City	State	Zip Code	Daytime Phone <i>(Include area code)</i>
Email Address			

To avoid delays in the processing of your application, please ensure that you have included or considered all of the items on the list provided below: *(first two items are required for processing)*

- Date and sign the **Applicant's Signature** block below.
- Include the appropriate fee with the application. The fee for a first initial application is \$37.10, renewal or update is \$44.90, and late fee is \$63.00. Make checks payable to: **Department of Labor and Industries.**
You will pay a reduced fee if you apply or renew online at www.elecinspect.lni.wa.gov.
- **New requirement:** Effective July 1, 2007, all trainees must have 16 hours of Electrical Basic Classroom instructions to renew their certificate. When renewing, if you do not have the required classroom instruction, your certificate will be placed into inactive status on your current expiration date. Your course provider is responsible for recording your training with the Department.
- **Affidavits of Experience:** To be accepted, all Washington State experience must have been legally obtained under the requirements of RCW 19.28. Affidavits of Experience must be signed by: an authorized Electrical Contractor's Representative or your Training Director if you are enrolled in an apprenticeship program.
Both the applicant (trainee) and the authorized representative must sign the affidavit in front of a notary public.
- **Out-of-state verification** must state the total number of hours worked in each category and the time frame employed. See [WAC 296-46B-945](http://www.wa.gov/wac/296-46B-945) (5-8).
 For states that do not have an electrical licensing program you must submit a **copy of the electrical contractor license, payroll documentation** and notarized **letter of experience**.
 For states with an electrical licensing program you must submit **certified documentation of training** experience from the state on their letterhead.
- **No self-verification** of electrical training experience is permitted or accepted.
- **Washington** hours will **not** be credited if you did not have a current Electrical Training Certificate when the work was done.
- **Military hours** worked or training received may be credited and will be evaluated on a case-by-case basis. You will need to submit documentation to verify your experience, such as discharge papers, content outlines for training, etc. Contact the department at 360-902-5269 for additional information.

This form can also be used for an unsupervised (work alone) card. The fee is \$22.40.
 Please see [RCW 19.28.161](http://www.wa.gov/rcw/19.28.161) (4)(b) and [WAC 296-46B-965](http://www.wa.gov/wac/296-46B-965) (8) for more information.

Write your electrical training certificate # here if you are applying for this card: _____

I declare under penalty of perjury under the laws of the State of Washington that the forgoing is true and correct:		New <input type="checkbox"/>	Renew <input type="checkbox"/>
Date	Applicant's Signature	Effective	Expiration
		Current Certificate #	Initials

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE TUMWATER OFFICE AT (360) 902-5269.



AFFIDAVIT OF EXPERIENCE

(Time frame cannot exceed 24 months per affidavit)
 Update fee of \$44.90 required if not submitted with renewal

Please read this information before completing the affidavit form below:

- There can be no errors, whiteouts, alterations or additions on this form and you must submit the original. Print clearly.
- The department cannot credit hours worked during any times that the electrical training certificate or electrical contractor license were not active. Do not report any such hours on the affidavit. Each time frame requires a separate affidavit.
- An affidavit needs to be filled out for each continuous time frame of hours worked. If the trainee stops doing electrical work for any period of time, that time frame ends and a new one begins. Each time frame requires a separate affidavit.
- See WAC 296-46B-920 about scope-of-work for electrical specialties. All training hours must be separated and submitted in the proper category.
- Work in the (01) category requires supervision by a (01) journeyman electrician in a ratio of 1 electrician to 1 trainee.
- Work in the specialty categories requires supervision by a journeyman or specialty electrician in a ratio of 1 electrician to 2 trainees.
- If the experience is from out of state you must provide verification of your experience as defined in WAC 296-46B-945 (5-8).
- Electrical training hours gained in specialties requiring less than 4,000 hours (2 years) for certification may not be credited toward qualification for journeyman electrician. See WAC 296-46B Table 945-1 for details.

I _____ affirm and certify that
 PRINT name of Administrator/Master Electrician, Authorized Electrical Contractor's Representative or approved Training Director

_____ has worked in Washington as an employee of
 PRINT name of trainee Training Certificate or Social Security No.

_____ performing electrical installations inspected
 PRINT name of company or training program UBI or license number

under RCW 19.28 continuously from _____ to _____ and that the work was performed
 Month Day Year Month Day Year

with 75% or 100% direct supervision under a Washington certified journeyman, master or specialty electrician,
 in the category and the number of hours indicated below.

Hours	Category	Hours	Category
_____	(01) (General) Commercial/New Industrial	_____	(07) Nonresidential Maintenance
_____	(02) Residential	_____	(07A) Nonresidential Lighting Maintenance
_____	(03) Pump and Irrigation	_____	(07B) Residential Maintenance
_____	(03A) Domestic Well	_____	(07C) Restricted Nonresidential Maintenance
_____	(04) Signs	_____	(07D) Appliance Repair
_____	(06) Limited Energy System	_____	(07E) Equipment Repair
_____	(06A) HVAC/refrigeration Limited Energy	_____	(10) Door, Gate, and Similar Systems
_____	(06B) HVAC/refrigeration - Restricted		

I hereby certify that the statements on this affidavit are true and accurate to the best of my knowledge. I acknowledge that the department may issue citations for false statements or material misrepresentation, per RCW 19.28 & WAC 296-46B.

Date	Signature of Administrator/Master Electrician, Authorized Electrical Contractor's Representative or approved Training Director
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Signature must be notarized

Notary
Seal

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE	MY COMMISSION EXPIRES ON
NOTARY PUBLIC IN AND FOR THE STATE OF	RESIDING AT

Notary signature

I hereby certify that the statements on this affidavit are true and accurate to the best of my knowledge and request that these hours be credited to my electrical training file. I acknowledge that the department may deny this affidavit, issue citation, and subtract up to 2000 hours from my total hours of experience, if I make a false statement or misrepresent the hours on this affidavit, per RCW 19.28 & WAC 296-46B.

Date	Signature of Applicant
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Signature must be notarized

Notary
Seal

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE	MY COMMISSION EXPIRES ON
NOTARY PUBLIC IN AND FOR THE STATE OF	RESIDING AT

Notary signature

Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reason Code	Lapse	From	To	A/C	Initials	Date
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