



West Virginia State Fire Marshal's Office
Regulatory & Licensing Division

Reciprocity Application
For
Electrical Licensure

WV State Fire Marshal
1207 Quarrier St
Charleston, WV 25301
Phone: (304) 558-2191

Revised 01/2019

West Virginia State Fire Marshal's Office
1207 Quarrier St, Charleston, WV 25301

1. Requirements and Instructions for Electrical Licensure on the Basis of Reciprocity

- a) You must be at least 18 years of age
- b) You must be currently be licensed by examination in the state from which you are applying, and you must submit documentation in support thereof with your application. A copy of your current license is not proof of examination. Such proof may be a letter from the testing agency or a letter from the licensing board clearly indicating the type of exam taken. (You must have tested with the current licensing agency in your state). A current letter of good standing must be submitted along with your application.
- c) West Virginia must have an official reciprocity agreement with the state that you are currently licensed in.

Current agreements are in place with the **North Carolina** Unlimited Contractor's License, **West Virginia Labor Division** Electrical Contractor's License, **Virginia** Journeyman or Master Electrician License, **Maryland** Master Electrician License, **Ohio** Electrical Contractor's License, **Kentucky** Journeyman or Master Electrician License

- d) You must not previously have held a West Virginia Electrician license that expired
- e) You must meet the West Virginia minimum work qualifications for electrical licensure
Master: 5 years, **10,000** hrs of hands-on electrical work experience in industrial, residential and commercial work settings. You must indicate having worked in all three settings in order to qualify.
Journeyman: 4 years, **8,000** hrs of hands-on electrical work experience

- f) You must complete the application for licensure **legible** and in ink and submit it along with the \$ 50.00 license fee to the West Virginia State Fire Marshal. Incomplete or illegible applications, or applications submitted without the proper documentation, will be returned to the applicant without review. Applications received without the licensing fee will be purged without review after 7 days.
- g) We cannot accept applications that are being faxed to our office.
- h) Your social security number will be used for identification purposes at our agency only, and will not be published at any time
- i) West Virginia electrical licenses expire each year on June 30th and it is the license holder's responsibility to keep his or her license current.

If your application is submitted with all required documentation and fees, you will receive your West Virginia Electrical License card in the mail within 15 days of receipt of your application in our office or you will receive your application and fees back with a rejection letter. Please do not submit the first two pages with your application. Those are for informational purposes and assistance in completing the application only. For questions regarding this application form, please call 304-558-2191 Ext. 53219



Office Use Only	
Approved On:	
By:	Typed:
Lic. Number:	

Application for West Virginia Electrical License through Reciprocity

Be sure to complete all sections of this application in print and legible.

1. Applicant Personal Information			
Name (Last, First, M Int)			
Mailing Address			
Home Phone		Alternate Phone	
Valid Email Address		Best way to contact you	
Employer		Work Phone	
Last 4 SS#	XXX - XX -	Date of Birth	

2. Licensure Information <small>(please complete for each State that you are licensed in and provide proof of exam)</small>					
License Type	State	License #	Exam Date	License Exp Date	Disciplinary Actions
					__ yes __ no
					__ yes __ no
					__ yes __ no

3. Personal History <small>(if you answer any of these questions with yes, please explain on a separate piece of paper)</small>	
Have you ever held an electrical license in West Virginia before?	<input type="checkbox"/> yes <input type="checkbox"/> no
Have you ever been denied an electrical license in any other state?	<input type="checkbox"/> yes <input type="checkbox"/> no
Have you ever had an electrical license revoked or suspended in any other state?	<input type="checkbox"/> yes <input type="checkbox"/> no
Have you ever been disciplined in any state for improper electrical work?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are you currently under investigation or under indictment by any professional licensing agency in West Virginia or any other state?	<input type="checkbox"/> yes <input type="checkbox"/> no

4. Work Experience

(please only complete this part only for any electrical work experience you have)

Name of Employer			
Employer Address			Phone
Dates of Employment		Total number of months employed	
Detail Description of Work Performed			
Work Setting	<input type="radio"/> Industrial	<input type="radio"/> Commercial	<input type="radio"/> Residential
Name of Employer			
Employer Address			Phone
Dates of Employment		Total number of months employed	
Detail Description of Work Performed			
Work Setting	<input type="radio"/> Industrial	<input type="radio"/> Commercial	<input type="radio"/> Residential
Name of Employer			
Employer Address			Phone
Dates of Employment		Total number of months employed	
Detail Description of Work Performed			
Work Setting	<input type="radio"/> Industrial	<input type="radio"/> Commercial	<input type="radio"/> Residential

5. Affidavit

I, the applicant, state that I personally have completed this application and that the information contained in this application is true and correct. I am aware that any false statements made herein may result in revocation of my license and may be subject to criminal proceedings in accordance with West Virginia State Code.

Signature		Date	
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Mail completed application along with **Proof of Exam** and the **License Fee** of **\$50.00** payable via check or money order (No Cash) to the West Virginia State Fire Marshal's Office -1207 Quarrier St – 2nd Floor Licensing - Charleston, WV 25301