Requirements and Instructions for Electrical Licensure based on Reciprocity:

1. You must be at least **18** years of age.

2. You must currently be licensed by the state or jurisdiction from which you are applying, and you must submit a copy of your current license along with a “Letter of Good Standing” from the agency or licensing board of that state or jurisdiction. The Letter of Good Standing must be for the individual seeking licensure (The WVSFMO only licenses individuals. Contracting licenses are issued by the West Virginia Department of Labor). The Letter of Good Standing must include the following information:
   - Licensee’s Name
   - License Number
   - License Type
   - License Issue Date
   - License Expiration Date
   - How the License was obtained
   - Whether Any Disciplinary Action has been taken

3. You **must** meet the West Virginia minimum work qualifications for electrical licensure:
   - **Master**: 2 years (24 months) or 4,000 hours of aboveground hands-on electrical work experience.
   - **Journeyman**: 1 year (12 months) or 2,000 hours of aboveground hands-on electrical work experience.
   - **Specialty**: 1 year (12 months) or 2,000 hours of aboveground hands-on electrical work experience in the specialty for which you are applying.

   Specialties Include: Electric Sign, HVAC, Low Voltage, Single Family Dwelling

4. You **must** complete the application for licensure **legibly** and in ink, then submit it along with the $50.00 license fee via **Check or Money Order made payable to WVSFMO**. Incomplete or illegible applications, or applications submitted without the proper documentation or payment will be returned to the applicant without review. **NO CASH PAYMENT**

5. Your social security number will be used for identification purposes only at our agency and will not be published at any time.

6. If the application is approved, you will be issued a West Virginia Electrical License card. This license card will be mailed to the address on file within 15 business days of license approval. If the application is denied, the agency will advise in writing the reason(s) for denial.

   For questions regarding this application form, please call 304-558-2191.
Application for West Virginia Electrical License through Reciprocity

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

Applicant Personal Information - Please Complete All Fields

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City, State, &amp; Zip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
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<td></td>
</tr>
<tr>
<td>Full SS#</td>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Employer Name</td>
<td>Work Phone</td>
<td></td>
</tr>
</tbody>
</table>

Personal History

(If you answer any of these questions with yes, please explain on a separate piece of paper)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever been denied an electrical license in any State or Jurisdiction?</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>Have you ever had an electrical license revoked or suspended in any State or Jurisdiction?</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>Have you ever been disciplined in any State or Jurisdiction for improper electrical work?</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>Are you currently under investigation or indictment for faulty electrical work in any State or Jurisdiction?</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
</tbody>
</table>
### License Level
(Please check the license level you are applying for)

- [ ] Journeyman
- [ ] Master
- [ ] Electric Sign
- [ ] HVAC
- [ ] Low Voltage
- [ ] Single Family Dwelling

### Licensure Information
(Please complete for the State or Jurisdiction from which you are seeking reciprocity)
(Copy of Electrician License Card and Letter of Good Standing must be from this State or Jurisdiction)

<table>
<thead>
<tr>
<th>State or Jurisdiction of Licensure</th>
<th>License Type</th>
<th>License Number</th>
<th>License Expiration Date</th>
<th>Is this License in Good Standing?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>□ Yes □ No</td>
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</tbody>
</table>

### Additional Electrician License Information
(Please complete for each additional Electrician License you hold)

<table>
<thead>
<tr>
<th>License Type</th>
<th>State Or Jurisdiction</th>
<th>License #</th>
<th>License Expiration Date</th>
<th>Disciplinary Actions</th>
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<tbody>
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<td>□ Yes □ No</td>
</tr>
</tbody>
</table>
### Electrical Work Experience

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Employer Address</th>
<th>Employer City, State &amp; Zip</th>
<th>Employer Contact</th>
<th>Contact Phone Number</th>
</tr>
</thead>
</table>

**Employer Contact is the name of the person who can verify your electrical work experience at this employer**

<table>
<thead>
<tr>
<th>Dates of Employment</th>
<th>Total Months Employed</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Work Setting</th>
<th>Residential</th>
<th>Commercial</th>
<th>Industrial</th>
</tr>
</thead>
</table>

**Detailed Description of the Hands-On Electrical Work Performed – Check all that Apply**

- [ ] Install Breaker Box
- [ ] Install Conduit
- [ ] Install Light Fixtures
- [ ] Install Switches
- [ ] Install Cable Tray
- [ ] Install Wire Transformers
- [ ] Install Panels
- [ ] Install Boxes
- [ ] Install Outlets
- [ ] Tie In Circuits
- [ ] Run Conduit
- [ ] Repair Existing Receptacles
- [ ] Repair Fixtures
- [ ] Repair Wiring
- [ ] Repair Control Panels
- [ ] Design Systems
- [ ] Interpret Blueprints
- [ ] Other (Please Explain Below)
### Electrical Work Experience Continued (This section is for Electrical Work Experience Only)

<table>
<thead>
<tr>
<th>Employer Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Address</td>
<td></td>
</tr>
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- [ ] Repair Fixtures
- [ ] Repair Wiring
- [ ] Repair Control Panels
- [ ] Design Systems
- [ ] Interpret Blueprints
- [ ] Other (Please Explain Below)
**Affidavit**

By signing this application, I swear and affirm that the required documentation and information submitted in and with this application is true in every respect. I fully understand that any false or misleading information may result in denial of licensure or revocation of any license obtained by providing false information. I also fully understand that by submitting fraudulent documentation or information, that I may face other penalties under law. I hereby give permission to the Office of The West Virginia State Fire Marshal to contact any employer or school provided on this application to verify the information provided by the applicant is accurate. Being qualified, according to the provisions of Chapter 29, Article 3B, Code of West Virginia, I hereby make application for licensure.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Mail completed application along with your **Letter of Good Standing** and the license fee of **$50.00** payable via check or money order made out to **WVSFMO** to the below address: West Virginia State Fire Marshal -1207 Quarrier St – 2nd Floor Licensing - Charleston, WV 25301

**DO NOT SEND A CASH PAYMENT**