



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

Reciprocity Application  
Electrical Licensure

WV State Fire Marshal  
1207 Quarrier Street  
2nd Floor - Licensing  
Charleston, WV 25301  
Phone: (304) 558-2191

Updated 09/2019

**West Virginia State Fire Marshal's Office**  
**1207 Quarrier St, 2<sup>nd</sup> Floor Licensing, Charleston, WV 25301**

1. Requirements and Instructions for Electrical Licensure based on Reciprocity:
  - You must be at least **18** years of age.
  - You **MUST NOT** have previously held a West Virginia Electrician license that **EXPIRED**.
  - West Virginia must have an official reciprocity agreement with the state where you currently hold a licensed. Current agreements are as follows:
    - **West Virginia Labor Division** - Electrical Contractor's License
    - **North Carolina** - Unlimited Contractor's License
    - **Virginia** - Journeyman or Master Electrician License
    - **Maryland** - Master Electrician License (**Must have passed the Statewide Test**)
    - **Ohio** - Electrical Contractor's License
    - **Kentucky** - Journeyman or Master Electrician License
  - You must currently be licensed by examination in the state from which you are applying, and you must submit a "**Letter of Good Standing**" from the testing agency or licensing board from that state clearly indicating the type of exam taken, date of the exam and final score. You may contact the following agencies to obtain your Letter of Good Standing:
    - **West Virginia** Division of Labor
    - **North Carolina** State Board of Examiners of Electrical Contractors
    - **Virginia** Department of Professional and Occupation Regulation
    - **Maryland** Department of Labor, Licensing, and Regulation
    - **Ohio** Department of Commerce
    - **Kentucky** Public Protection Cabinet, Dept. of Housing, Building, and Construction
  - You **must** meet the West Virginia minimum work qualifications for electrical licensure
    - **Master:** 5 years (60months) or **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 (48 months) or **8,000** hrs. of hands-on electrical work experience.
  - You **must** complete the application for licensure **legibly** and in ink and 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**
  - Your social security number will be used for identification purposes at our agency only and will not be published at any time.
2. 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. For questions regarding this application form, please call 304-558-2191.



Office Use Only	
Approved On:	
By:	Typed:
License. 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 - please complete all fields			
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#	X X X - X X -	Date of Birth	

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

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

Signature		Date	
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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 – 2<sup>nd</sup> Floor Licensing - Charleston, WV 25301

**DO NOT SEND A CASH PAYMENT**