

Electrical License Application Instructions

Department of Consumer and Business Services

Building Codes Division • 1535 Edgewater St. NW, Salem, Oregon
P.O. Box 14470, Salem, OR 97309-0404
Phone: 503-373-1268 • Fax: 503-378-2322
Web: oregon.gov/bcd

Mail application, required documents, your photo, and payment to:

DCBS Fiscal Services
P.O. Box 14610
Salem, OR 97309-0445

LICENSING PROCESS

1. Review the licensing information on Pages 2-4 to determine the scope of work allowed under each license and whether you meet the qualifications for the license.
2. Complete the electrical license application (Form 440-2570) and send all required documentation, your photograph, and fees to the Department of Consumer and Business Services (DCBS). Use the checklist below to ensure your application is complete. Incomplete applications may delay evaluation of your applications.
3. The Building Codes Division sends approved applicants a letter of authorization to take an examination. The letter explains the examination procedures and provides the address and telephone number of the test site. The applicant is responsible for scheduling the examination with the test site office.
4. If your application is denied, the Building Codes Division will send a denial letter explaining your rights to a hearing.
5. Allow two weeks for the Building Codes Division to grade your exam. If you pass the examination, the Building Codes Division will issue your license and mail a photo identification card to you.
6. During each three-year license period, all licensees are required to complete continuing education. Go to oregon.gov/bcd for the continuing education requirements for each license type.

ELECTRICAL LICENSE EXPERIENCE VERIFICATION INSTRUCTIONS

Most applicants are required to submit verification of electrical experience (Form 440-2570A), signed by a verifier, for **each** place of employment.

1. The person verifying the applicant's work must be a current or previous employer. If an employer is not available, the person who supervised the work may verify experience. If neither an employer nor supervisor is available, a co-worker who was directly involved may verify experience.
2. The verifier must identify specific categories (e.g., "finishing and fixture hanging," "commercial installations," "troubleshooting and maintenance") from Page 3 of the verification form and list the number of hours worked in each category on the form. A description of duties for each category **must** be included.
3. The verifier must sign and date the form.

CHECKLIST FOR ELECTRICAL LICENSE APPLICATION

- ☐ 1. Application form completed (Form 440-2570).
- ☐ 2. Affidavit signed and dated (Step 8 on application).
- ☐ 3. Verification of work experience (Form 440-2570A) from each employer.
- ☐ 4. Any additional required documents:
 - ☐ Proof of completion of an Oregon-approved apprenticeship or training program.
 - ☐ Proof of completion of an out-of-state apprenticeship program recognized by the State of Oregon.
 - ☐ Official transcripts of classroom training.
- ☐ 5. Proof of high school diploma, GED, or equivalent. A college degree will substitute.
- ☐ 6. Passport-style photo (2-inch by 2-inch) with applicant's name on the back.
- ☐ 7. Payment of fee.

ELECTRICAL LICENSE REQUIREMENTS AND SCOPE OF WORK

Applicants are required to provide proof of training and work experience equivalent to an Oregon apprenticeship program. If applicants do not have related training classes, they may alternatively submit verification of twice the amount of required work experience. OAR 918-030-0030(2)

“300 percent rule”: For some licenses, no more than three times the number of minimum hours (300 percent) will be allowed for a single category of work experience. Categories of work experience (residential, commercial, industrial, etc.) required for each license type are listed on the Electrical Experience Verification (Form 440-2570A). Example of “300 percent rule”: If the minimum requirement is 1,000 hours of residential work, the maximum credit allowed in the residential category is 3,000 hours — three times 1,000.

Below is a brief summary of the work a license holder is allowed to perform and the requirements for each license.

License type and rule reference	What this license authorizes you to do	The requirements for this license
General supervising electrician (S) OAR 918-282-0140	Design, plan, and lay out work; sign all permits; licensee is the only individual authorized to direct, supervise, or control the installation or alteration of an electrical service.	<p>(1) Be currently licensed as an Oregon journeyman electrician <i>and</i> provide verification of an additional 8,000 hours of on-the-job journeyman experience.</p> <p style="text-align: center;">OR</p> <p>(2) Meet the qualifications to be licensed as an Oregon journeyman electrician and provide verification of an additional 8,000 hours of on-the-job journeyman experience. (300 percent rule applies.)</p>
Limited supervising electrician (PS) OAR 918-282-0160	Design, plan, and lay out work; sign all permits; licensee is the only individual authorized to direct, supervise, or control the installation, maintenance, replacement, and repair of electrical wiring and electrical products on or in an existing operable plant, hospital, commercial building, or institution.	<p>(1) Be currently licensed as an Oregon limited journeyman manufacturing plant electrician <i>and</i> provide verification of an additional 8,000 hours of on-the-job plant journeyman experience.</p> <p style="text-align: center;">OR</p> <p>(2) Meet the qualifications to be licensed as a limited journeyman manufacturing plant electrician <i>and</i> provide verification of an additional 8,000 hours of on-the-job plant journeyman experience obtained outside of Oregon. (300 percent rule applies.)</p>
General journeyman electrician (J) OAR 918-282-0170	Make any electrical installation under the supervision, direction, and control of a general supervising electrician, unless doing work that requires the direction of a limited supervising electrician or doing work requiring no supervision.	<p>(1) Completion of an approved apprenticeship in Oregon.</p> <p style="text-align: center;">OR</p> <p>(1) Official transcripts verifying 576 hours of classroom training <i>and</i> verification of 8,000 hours of on-the-job experience obtained outside of Oregon. Experience <i>must</i> include a breakdown of hours, showing a minimum of 1,000 hours in <i>each</i> category: residential, commercial, and industrial. (300 percent rule applies.)</p> <p style="text-align: center;">OR</p> <p>(2) Verification of 16,000 hours of on-the-job experience obtained outside of Oregon showing a minimum of 2,000 hours in <i>each</i> category: residential, commercial, and industrial. (300 percent rule applies.)</p>
Reciprocal general supervising electrician (S) OAR 918-030-0045	Design, plan, and lay out work; sign all permits; licensee is the only individual authorized to direct, supervise, or control the installation or alteration of an electrical service.	<p>(1) Possess an active supervisor/master license in a state that has a reciprocal licensing agreement with Oregon. Please refer to our website, oregon.gov/bcd/licensing, for reciprocal agreements and the application form, <u>Reciprocal Electrical and Plumbing License Application</u>.</p>
Reciprocal journeyman electrician (S) OAR 918-030-0045	Make any electrical installation under the supervision, direction, and control of a general supervising electrician, unless doing work that requires the direction of a limited supervising electrician or doing work requiring no supervision.	<p>(1) Possess an active general journeyman license in a state that has a reciprocal licensing agreement with Oregon. Please refer to our website, oregon.gov/bcd/licensing, for reciprocal agreements and the application form, <u>Reciprocal Electrical and Plumbing License Application</u>.</p>

License type and rule reference	What this license authorizes you to do	The requirements for this license
<p>Limited residential electrician (LR) OAR 918-282-0180</p>	<p>Make electrical installations on one- and two-family or multifamily dwelling units, not exceeding three floors above grade. (Must work under the supervision, direction, and control of a general supervising electrician.)</p>	<p>(1) Completion of an approved apprenticeship in Oregon. OR (2) Official transcripts verifying 288 hours of classroom training <i>and</i> verification of 4,000 hours of on-the-job residential experience obtained outside of Oregon. (300 percent rule applies.) OR (3) Verification of 8,000 hours of on-the-job residential experience obtained outside of Oregon. (300 percent rule applies.)</p>
<p>Limited journeyman manufacturing plant electrician (PJ) OAR 918-282-0190</p>	<p>Install, maintain, replace, and repair electrical wiring and electrical products on or in an existing operable manufacturing plant or industrial plant owned or used by employer. (Must work under the supervision, direction, and control of a limited supervising electrician. If there is no supervising electrician, licensee is limited to repair and maintenance work.)</p>	<p>(1) Completion of an approved apprenticeship in Oregon. OR (2) Official transcripts verifying 576 hours of classroom training <i>and</i> verification of 8,000 hours of on-the-job commercial and industrial experience obtained outside of Oregon. (300 percent rule applies.) OR (3) Verification of 16,000 hours of on-the-job commercial and industrial experience obtained outside of Oregon. (300 percent rule applies.)</p>
<p>Limited renewable energy technician (LRT) OAR 918-282-0205</p>	<p>Make renewable energy system installations. (Must be employed by a limited renewable energy contractor or electrical contractor.)</p>	<p>(1) Completion of an approved apprenticeship in Oregon.</p>
<p>Limited journeyman sign electrician (SIG) OAR 918-282-0220</p>	<p>Install and service electrical signs and outline lighting. (Must be employed by a limited sign contractor.)</p>	<p>(1) Completion of an approved apprenticeship in Oregon. OR (2) Official transcripts of required classroom training <i>and</i> verification of 4,000 hours of on-the-job sign electrical experience obtained outside of Oregon. OR (3) Verification of 8,000 hours of on-the-job sign experience obtained outside of Oregon, broken down into specific work categories.</p>
<p>Limited journeyman stage electrician (ST) OAR 918-282-0230</p>	<p>Install temporary feeders, branch circuits, and equipment used for the production of shows, exhibits, displays, festivals, conventions, stage, theater, film, or video productions; perform maintenance on temporary equipment. (Must be employed by an electrical contractor.)</p>	<p>(1) Completion of an approved apprenticeship in Oregon. OR (1) Official transcripts verifying 150 hours of required classroom training <i>and</i> verification of 4,000 hours of on-the-job experience obtained outside of Oregon. OR (2) Verification of 8,000 hours of on-the-job stage experience obtained outside of Oregon, broken down into specific work categories.</p>
<p>Limited maintenance electrician (LME) OAR 918-282-0240</p>	<p>Repair and maintain existing electrical installations on or in an existing operable plant, commercial building, or institution. (An LME is not authorized to make new electrical installations or to perform work on services.)</p>	<p>(2) Completion of an approved apprenticeship in Oregon. OR (3) Official transcripts verifying 288 hours of required classroom training <i>and</i> verification of 4,000 hours of on-the-job training or experience obtained outside of Oregon. (300 percent rule applies.) OR (4) Verification of 8,000 hours of on-the-job experience obtained outside of Oregon, broken down into specific work categories. (300 percent rule applies.)</p>

License type and rule reference	What this license authorizes you to do	The requirements for this license
<p>Limited building maintenance electrician (BME) OAR 918-282-0260</p>	<p>Maintain, repair, and replace electrical appliances, light switches and fixtures, fans, receptacles, and fluorescent ballasts on the premises of commercial office buildings, buildings occupied by the state or a local government entity, and facilities designated by the Electrical and Elevator Board in electrical systems not exceeding 300 volts to ground.</p>	<p>(1) Completion of an approved one-year training program in Oregon. OR (2) Verification of 2,000 hours of on-the-job training or experience in maintenance, repair, and replacement of electrical appliances, light switches, light fixtures, fans, receptacles, and fluorescent ballasts. (300 percent rule applies.)</p>
<p>Limited energy technician, Class A (LEA) OAR 918-282-0345 OAR 918-282-0355</p>	<p>Install, alter, and repair all limited energy systems. (An LEA must be licensed as an electrical contractor or must work for an electrical contractor, limited energy contractor, or for one employer in an industrial plant.)</p>	<p>(1) Completion of an approved apprenticeship in Oregon. OR (2) Official transcripts verifying 432 hours of required classroom training, <i>and</i> verification of 6,000 hours of on-the-job training broken down into specific work categories. (300 percent rule applies.) OR (3) Verification of 12,000 hours of work experience obtained outside of Oregon, broken down into specific work categories. Requires trade-specific installation experience in protective signaling that includes fire alarm, nurse call, burglar alarm, and other systems that are part of a fire or life safety system. (300 percent rule applies.)</p>
<p>Limited energy technician, Class B (LEB) OAR 918-282-0360 OAR 918-282-0365</p>	<p>Perform limited energy electrical activity that does not include protective signaling. (An LEB must be licensed as an electrical contractor, or must work for an electrical contractor, limited energy contractor, or for one employer in an industrial plant.)</p>	<p>(1) Completion of an approved apprenticeship in Oregon. OR (2) Provide verification of 4,000 hours of work experience equivalent to a board-approved apprenticeship program broken down into specific work categories. (300 percent rule applies.) Refer to OAR 918.282.0365 for a detailed list of minimum hour requirements. AND Completion of a board approved 32-hour training program (may be taken after application is approved). OR (3) Verification of 8,000 hours of lawfully obtained work experience broken down into specific categories. (300 percent rule applies.) Refer to OAR 918-282-0365 for a detailed list of minimum hour requirements.</p>

Electrical License Application

Department of Consumer and Business Services

Building Codes Division

1535 Edgewater St. NW, Salem, Oregon

Mailing address: P.O. Box 14470, Salem, OR 97309-0404

503-373-1268 • TTY: 503-373-1358 • www.oregon.gov/bcd

Important: Read the application instructions before completing this form. Please complete all steps before submitting your application and refer to the checklist at the end of this form.

STEP 1 APPLICANT INFORMATION (please print)

Name:

(Last, First, Middle Initial)

Address (street or P.O. Box):

City:

State:

ZIP:

Phone:

Fax:

Email:

Social Security number (Required, ORS 25.785):

Your Social Security number is required for BCD licenses, certifications, and registrations according to ORS 25.785, ORS 305.385, 42 USC § 405 (c)(2)(C)(i), and 42 USC § 666(a)(13). Failure to provide this information will be basis for application refusal. Your SSN may be shared with other authorities only for tax-administration purposes and child-support enforcement (including identification).

STEP 2 PREVIOUS LICENSES

List all individual or contractor electrical licenses you hold or have held in any state. Submit a copy of all out-of-state licenses with your application.

List licenses: _____

STEP 3 LICENSE TYPE

Please select a license type from the list below. Fees are nonrefundable.

The application instructions list the requirements and scope of each license.

- | | |
|---|---|
| <input type="checkbox"/> General supervising electrician (S) \$100.00 | <input type="checkbox"/> Limited maintenance electrician (LME) \$100.00 |
| <input type="checkbox"/> General journeyman (J) \$100.00 | <input type="checkbox"/> Limited residential electrician (LR) \$100.00 |
| <input type="checkbox"/> Limited supervising electrician (PS) \$100.00 | <input type="checkbox"/> Limited journeyman sign electrician (SIG) \$50.00 |
| <input type="checkbox"/> Limited journeyman manufacturing plant (PJ) \$100.00 | <input type="checkbox"/> Limited journeyman stage electrician (ST) \$50.00 |
| <input type="checkbox"/> Limited energy technician Class A (LEA) \$50.00 | <input type="checkbox"/> Limited building maintenance electrician (BME) \$50.00 |
| <input type="checkbox"/> Limited energy technician Class B (LEB) \$50.00 | <input type="checkbox"/> Limited renewable energy technician (LRT) \$50.00 |

STEP 4 TEST LOCATION

Select a test location from the list below. All applicants must test. More details can be found at

www.oregon.gov/bcd/licensing/Pages/exam.aspx.

- | | | | |
|----------------------------------|-------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Bend | <input type="checkbox"/> Eugene | <input type="checkbox"/> Hermiston | <input type="checkbox"/> Klamath Falls |
| <input type="checkbox"/> Ontario | <input type="checkbox"/> Pendleton | <input type="checkbox"/> Portland | <input type="checkbox"/> Roseburg |
| <input type="checkbox"/> Salem | <input type="checkbox"/> White City | | |

Make check or money order payable to the Department of Consumer and Business Services. If paying by credit card, the applicant must sign the credit card information box. **Do not send cash.**

Secure fax for credit card payments:
503-947-2333

Fee varies based on license type.

DCBS Fiscal use only: 12104/0600

☐ Visa ☐ MasterCard ☐ Discover Phone: _____

\$

Cardholder signature

Amount

Name of cardholder as shown on credit card

/

Credit card number

Expiration date

STEP 5**EMPLOYMENT HISTORY**

List your experience in order, beginning with your present or most recent position. If more space is needed, attach additional sheets.

Please print

Employer's name: _____	Period of employment: _____
Address: _____	From: _____ To: _____
_____	Hours worked per week: _____
Phone: _____	Position/title: _____
Supervisor's name: _____	
Describe work performed: _____	

Employer's name: _____	Period of employment: _____
Address: _____	From: _____ To: _____
_____	Hours worked per week: _____
Phone: _____	Position/title: _____
Supervisor's name: _____	
Describe work performed: _____	

Employer's name: _____	Period of employment: _____
Address: _____	From: _____ To: _____
_____	Hours worked per week: _____
Phone: _____	Position/title: _____
Supervisor's name: _____	
Describe work performed: _____	

Employer's name: _____	Period of employment: _____
Address: _____	From: _____ To: _____
_____	Hours worked per week: _____
Phone: _____	Position/title: _____
Supervisor's name: _____	
Describe work performed: _____	

Applicant name: _____

STEP 6 VERIFICATION OF WORK EXPERIENCE

To provide proof of your work experience, submit an Electrical Experience Verification form (440-2570A) from **each** of your employers. **Self-verification of hours is not an acceptable means of verification.**

OR

Applicants relying on military experience must submit the following:

- Official documentation from supervising official showing the type and approximate hours of work experience
- Other reliable documentation verifying training and experience if supervisor not located

STEP 7 PHOTOGRAPH OF APPLICANT

Applicants must submit a 2-inch by 2-inch passport-style photo. Write your name on the back of your photo and submit it with your application. This photo will be printed on your license when it is issued. Please do not staple the photo.

STEP 8 APPLICANT AFFIDAVIT

1. I hereby certify that, to the best of my knowledge, the information on this application is complete and correct.
2. I understand that my license may be suspended, conditioned, or revoked if I have deliberately falsified my application. ORS 455.125
3. I understand that, if I provide false information on this application or cheat on a licensing examination, my application will be denied and I may not apply for any license or be allowed to take any division-related examination for one year from the date of denial. OAR 918-001-0040
4. I certify that I have read these statements and understand the terms of my license.

Name (print): _____

Applicant signature: _____ Date: _____

STEP 9 CHECKLIST FOR APPLICANTS

- ☐ 1. Application form completed (Form 440-2570).
- ☐ 2. Affidavit signed and dated (Step 8 on application).
- ☐ 3. Verification of work experience (Form 440-2570A) from each employer.
- ☐ 4. Additional documentation:
 - ☐ Proof of completion of an Oregon-approved apprenticeship or training program
 - ☐ Proof of completion of an out-of-state apprenticeship program recognized by the State of Oregon
 - ☐ Official transcripts of classroom training
- ☐ 5. Proof of a high school diploma, GED, or equivalent. A college degree will substitute.
- ☐ 6. Passport-style photo (2-inch by 2-inch) with applicant's name on the back.
- ☐ 7. Payment of fee.

DEPARTMENT USE ONLY

☐ Approved Signature: _____ Date: _____

☐ Denied Signature: _____ Date: _____

Comments: _____

Apprentice applicants must provide proof of completion of a recognized apprenticeship program.

Applicant name: _____

Electrical Experience Verification

Department of Consumer and Business Services
Building Codes Division • 1535 Edgewater St. NW, Salem, Oregon
Phone: 503-373-1268 • Fax: 503-378-2322 • TTY: 503-373-1358
Web: oregon.gov/bcd

Instructions: You must submit a separate experience verification form for **each** place of employment. If you are submitting more than one form, do not overlap dates of employment.

STEP 1		APPLICANT INFORMATION (please print)	
Name (applicant): _____			
Address: _____			
City: _____		State: _____ ZIP: _____	
Phone: _____		Fax: _____ Email: _____	
STEP 2		PERIOD OF EMPLOYMENT	
Employer's name: _____		Period of employment: _____	
Address: _____		From: _____ To: _____	
		Hours worked per week: _____	
Phone: _____		Applicant's position/title: _____	
STEP 3		VERIFIER INFORMATION	
Applicants submitting verification of equivalent training and experience under OAR 918-030-0030(1)(c) must provide verification from the following people:			
<ul style="list-style-type: none"> A current or previous employer actively involved with the applicant's work; The person who supervised the work if the current or previous employer is no longer in business, is deceased, or otherwise cannot be located; or A co-worker who was directly involved in the work performed, only if both the employer and the supervisor cannot be located. Co-worker verification must be accompanied by supporting documentation, such as employment records, showing that the verifier worked with the applicant and has knowledge of the work performed. 			
SELF-VERIFICATION OF HOURS WILL NOT BE ACCEPTED			
Name of verifier: _____			
Address: _____		Phone: _____	
City: _____		State: _____ ZIP: _____	
License numbers: _____			
Verifier's employment relationship to applicant: _____			

Applicant (print name): _____

STEP 4

VERIFIED EXPERIENCE

1. Enter the type of license you are applying for: _____
2. From license types on Page 3, choose the categories in which you have work experience and enter them under “Category.” (Refer to example, below.)
3. Under “Total hours,” enter the hours of work experience in each category. The division will consider no more than 2,000 hours of experience per year. OAR 918-030-0030(4).
4. Enter your specific work duty experience under “Description of duties.” If you need more information, refer to oregon.gov/bcd, “Statutes and Rules,” “Oregon Administrative Rules,” click on 918-282, then scroll down to the desired license type.
5. Make copies of this page, if needed.

[illegible]

STEP 5

VERIFIER CONFIRMATION

As the verifier of the preceding information, I confirm that it is true and correct to the best of my knowledge.

Verifier name (please print): _____

Verifier signature: _____ Date: _____

SELF-VERIFICATION OF HOURS WILL NOT BE ACCEPTED

ELECTRICAL WORK EXPERIENCE CATEGORIES

General journeyman (J)

General supervisor (S)

Limited residential (LR)

- Stockroom, materials handling
- Residential wiring
- Commercial installations
- Industrial installations
- Troubleshooting and maintenance
- Finishing and fixture hanging
- Signal and control systems
- Remodeling
- Underground construction

Limited supervisor (PS)

Limited plant journeyman (PJ)

Limited maintenance electrician (LME)

- Electrical circuits
- Motors and generators
- Controls, manual and automatic
- Troubleshooting
- In-place motor cleaning
- Lighting
- Electrical drawings

Limited journeyman sign (SIG)

- Stockroom, materials handling
- Pattern and blueprints
- Layout design
- Assembly of display
- Display painting and component parts
- Display installation, service, and maintenance
- Transportation and hoisting equipment maintenance and repair

Limited journeyman stage (ST)

- Stage/film and video/event lighting
- Stage/film and video dimmer distribution
- Three-phase temporary power distribution
- Stage/film and video lamp operator
- Stage/film and video/event property

Limited energy, Class A (LEA)

Limited energy, Class B (LEB)

- Protective signaling (fire alarm, nurse call, burglar alarm, security and voice evacuation systems that are part of a fire or life safety system) (LEA only)
- HVAC
- Medical
- Boiler controls
- Intercom, paging, sound, CCTV
- Clock systems
- Data telecommunications
- Instrumentation
- Security
- Stockroom, materials handling, shop and service
- Limited energy wiring: installations, wire pulling, splices, conduit, flex, tray and duct, control panels and controls, wiring devices, removal and finish work
- Troubleshooting and maintenance
- Outdoor installations, overhead and underground
- Occupation or trade-specific training related to license

Limited building maintenance (BME)

- Electrical appliances
- Light switches
- Light fixtures
- Fans
- Receptacles
- Fluorescent ballasts

Limited renewable energy technician (LRT)

Available only by completing an Oregon apprenticeship

To see a detailed list of minimum hourly requirements for each category, go to our website, oregon.gov/bcd, “Statutes and Rules,” “Oregon Administrative Rules,” click on 918-282, then scroll down to the desired license type.