

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
Limited residential electrician (LR) OAR 918-282-0180	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>(1) Completion of an approved apprenticeship in Oregon. OR</p> <p>(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</p> <p>(3) Verification of 8,000 hours of on-the-job residential experience obtained outside of Oregon. (300 percent rule applies.)</p>
Limited journeyman manufacturing plant electrician (PJ) OAR 918-282-0190	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>(1) Completion of an approved apprenticeship in Oregon. OR</p> <p>(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</p> <p>(3) Verification of 16,000 hours of on-the-job commercial and industrial experience obtained outside of Oregon. (300 percent rule applies.)</p>
Limited renewable energy technician (LRT) OAR 918-282-0205	Make renewable energy system installations. (Must be employed by a limited renewable energy contractor or electrical contractor.)	<p>(1) Completion of an approved apprenticeship in Oregon.</p>
Limited journeyman sign electrician (SIG) OAR 918-282-0220	Install and service electrical signs and outline lighting. (Must be employed by a limited sign contractor.)	<p>(1) Completion of an approved apprenticeship in Oregon. OR</p> <p>(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</p> <p>(3) Verification of 8,000 hours of on-the-job sign experience obtained outside of Oregon, broken down into specific work categories.</p>
Limited journeyman stage electrician (ST) OAR 918-282-0230	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>(1) Completion of an approved apprenticeship in Oregon. OR</p> <p>(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</p> <p>(2) Verification of 8,000 hours of on-the-job stage experience obtained outside of Oregon, broken down into specific work categories.</p>
Limited maintenance electrician (LME) OAR 918-282-0240	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>(2) Completion of an approved apprenticeship in Oregon. OR</p> <p>(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</p> <p>(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>