



Electrical License Application Instructions

Department of Consumer & 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: bcd.oregon.gov

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. 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, Building Codes Division will send a denial letter explaining your rights to a hearing.
5. Allow two weeks for Building Codes Division to grade your exam. If you pass the examination, 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 bcd.oregon.gov to see 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" x 2") with applicant's name on the back.
7. Payment of fee.