



# CONSTRUCTION INDUSTRIES BOARD

2401 NW 23<sup>rd</sup>, Suite 2F  
OKLAHOMA CITY, OK 73107  
PH: (405) 521-6550 or Toll Free (877) 484-4424  
Web site: <https://cib.ok.gov>

## ELECTRICAL APPLICATION INFORMATION

*All applicants must be eighteen (18) years of age or older*

### **FEES – MUST ACCOMPANY APPLICATION:**

Make remittance payable to the **CONSTRUCTION INDUSTRIES BOARD or CIB**

Electrical Contractor **\$330.00** (License \$300.00 / Processing \$30.00)

Electrical Journeyman (Reciprocal or otherwise) **\$75.00** (License \$50.00 / Processing \$25.00)

### **LIMITED ELECTRICAL CONTRACTOR EXAMINATION REQUIREMENTS**

*\*This person is prohibited from engaging in the work of an apprentice or journeyman electrician\**

- Degree in Electrical Engineering from an accredited college or university and 8,000 hours of electrical experience in field construction, electrical estimating, electrical project management in commercial/industrial electrical work,

#### **OR**

- Verification of 16,000 hours experience in the electrical trade performing electrical work, estimating or project management in commercial/industrial work.
  - **(Must be an Owner, Partner, or Officer in the electrical firm after obtaining and activating license)**

### **UNLIMITED ELECTRICAL CONTRACTOR EXAMINATION REQUIREMENTS**

- 12,000 Verifiable Hours on the job experience in electrical construction work while employed by a licensed electrical contr.
- Proof of 4,000 hours and 2 years experience as licensed unlimited electrical journeyman employed by a licensed elec. contr.
- 6,000 hours must be in commercial industrial work obtained while employed by a licensed electrical contractor
- 2,000 hours maximum *may* be satisfied by formal electrical education\*
  - **(Must be an Owner, Partner, or Officer in the electrical firm after obtaining and activating license)**

### **UNLIMITED ELECTRICAL JOURNEYMAN EXAMINATION REQUIREMENTS**

- 8,000 Verifiable hours on the job experience in electrical construction work while employed by an electrical contractor and registered as an apprentice under the direct supervision of a licensed journeyman or licensed contractor
- 4,000 hours must be in commercial/ industrial work
- 2,000 hours may be satisfied by formal electrical education\*

### **RESIDENTIAL ELECTRICAL CONTRACTOR EXAMINATION REQUIREMENTS**

*(Residential electrical licenses are limited to wiring one and two family dwellings)*

- 8,000 verifiable hours total in electrical construction work while employed by an electrical contractor
- 4,000 hours as a residential or unlimited journeyman electrician under the employment and supervision of an electrical contractor
- 4,000 hours as a registered apprentice under the employment and supervision of an electrical contractor **OR**
- 3,000 hours as a registered apprentice and 1,000 hours may be satisfied by formal electrical education\*
  - **(Must be an Owner, Partner, or Officer in electrical firm)**

### **RESIDENTIAL ELECTRICAL JOURNEYMAN EXAMINATION REQUIREMENTS**

*(Residential electrical licenses are limited to wiring one and two family dwellings)*

- 4,000 Verifiable hours on the job experience in electrical construction work while employed by an electrical contractor and registered as an apprentice under the direct supervision of a licensed journeyman or licensed contractor.
- 1,000 hours may be satisfied by formal electrical education\*

### **REFINERY ELECTRICAL JOURNEYMAN EXAMINATION REQUIREMENTS**

*(Refinery electrical licenses are limited to wiring inside Refinery facilities that are defined as facilities designed and operated to receive, unload, store, process and refine raw crude oil.)*

A verifiable license in the unlimited electrical classification issued by a jurisdiction outside of the State of Oklahoma that is:

- i. current, and
- ii. in good standing.

*\*Educational Experience must be actual class room hours verified with an official transcript*

# **GUIDELINES FOR APPLICATION**

## **DO NOT RETURN THIS PAGE WITH YOUR APPLICATION**

### **GENERAL INSTRUCTIONS**

Applicants for Electrical License should make themselves familiar with The Electrical License Act and the Rules and Regulations. The application must be completed and signed by the applicant. An application is not considered complete and will not be processed until all items have been submitted as required. All information provided must be typed or legibly printed in ink. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. Please use a paperclip to fasten all pages together, with the check or money order on top. **Do not use staples.**

#### **Completion**

1. Your application must be complete. Check the box at the top right hand corner of the application for the license for which you are applying.
2. Your signature and "Affidavit of Lawful Presence" must be notarized. **(Original ink – no copies or digital signatures)**
3. Work history must be completed for all types of electrical license. Provide a complete work history with all blanks filled out. If a company that you have worked for is out of business, state so on the form. (You may duplicate the work history form as many times as is necessary to be complete.)
4. Experience affidavits must be provided and signed by the employer(s) in original ink **(no copies or digital signatures)**. Any non-employer must provide information describing how he has knowledge that you worked those hours. Making a false statement in the application for a license may result in suspension, revocation, and/or prosecution for perjury. (You may duplicate the affidavit of experience form as many times as is necessary to be complete.)

#### **Experience**

5. Oklahoma residents must have been registered as an apprentice to accumulate the requisite hours for a Residential Journeyman or Unlimited Journeyman license.
6. Out-of-state residents must have completed similar experience requirements and include a front and back copy of apprenticeship registrations or all government issued electrical license(s).
7. Utility electrical work is not counted as experience. Education can only count a maximum of 2000 hours.
8. To obtain educational credit you must present official transcripts, classroom hours attended, grades, and certificates of approved course(s).
9. You may be asked to provide tax records or a social security earnings report if hours are irregular or in cases where the experience was obtained from companies that are now out of business.

#### **Fees**

10. Make sure you include a check or money order for the proper amount of license fees and the non-refundable application fee.

#### **Reciprocity**

11. Please check with your state to determine if there is a Reciprocal Journeyman Electrician License Agreement between Oklahoma and the state in which you are currently licensed. A list of the states with which the CIB has a Reciprocity Agreement can be found on the CIB website ([www.cib.ok.gov](http://www.cib.ok.gov)).
12. Reciprocal license can NOT be a 'grandfathered license'.
13. You must have had a license a minimum of one year to reciprocate.
14. The application including the 'Affidavit of Experience' and the 'Work History' must be completed.
15. If your address changes after you submit your application, notify CIB in writing. The Electrical Licensing Unit of the Construction Industries Board works very hard to process your application in a timely manner. **Please do not call to check the status of your application. You will be notified in writing once your application has been reviewed.**

### **EXAMINATION INFORMATION**

***All applicants are required to pass the Oklahoma electrical exam to gain licensure – exception: reciprocal applicants***

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Once the Construction Industries Board receives your application and remittance, it will be reviewed for approval. Your information will be forwarded to our national testing provider, PSI, for testing. You will receive notification from PSI on study material, testing sites, testing fees and testing dates. You may contact PSI at (800) 733-9267 or at [www.psiexams.com](http://www.psiexams.com)

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**Construction Industries Board**  
**2401 NW 23rd St, Ste 2F**  
**Oklahoma City, OK 73107**  
**Telephone: (405) 521-6550**  
**Toll Free: (877) 484-4424**  
**Web Site: <http://ok.gov/cib/>**

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|--|--|
| <input type="checkbox"/> <b>Unlimited Contractor</b>   | <input type="checkbox"/> <b>Unlimited Journeyman</b>   |
| <input type="checkbox"/> <b>Limited Contractor</b>     | <input type="checkbox"/> <b>Residential Journeyman</b> |
| <input type="checkbox"/> <b>Residential Contractor</b> | <input type="checkbox"/> <b>Refinery Journeyman</b>    |
|  | <input type="checkbox"/> <b>Reciprocal Journeyman</b>  |

**APPLICATION FOR ELECTRICAL LICENSURE**  
**Application and Initial License Fee Must Accompany Application**

**Type or Print in Ink**

- NAME \_\_\_\_\_  

First
Middle
Last
- MAILING ADDRESS \_\_\_\_\_  

Street
Apt. #
City
State
Zip
- PHYSICAL ADDRESS \_\_\_\_\_  

Street
Apt. #
City
State
Zip
- Telephone (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  

Residence
Cell
Business
- BIRTHDATE \_\_\_\_/\_\_\_\_/\_\_\_\_ DRIVER'S LICENSE \_\_\_\_\_ STATE \_\_\_\_\_
- SSN \_\_\_\_-\_\_\_\_-\_\_\_\_ GENDER: MALE \_\_\_\_\_ FEMALE \_\_\_\_\_
- EDUCATION (Attach copy of a transcript from colleges, universities, or trade schools.)

Type of School <i>Trade, College, etc</i>	Name & Location		Date of Attendance		Transcript Provided?	
			From <i>Mo/Yr</i>	To <i>Mo/Yr</i>	Yes	No

- Are you registered as an apprentice: ☐ No ☐ Yes (If yes, Registration Number \_\_\_\_\_)  
Specify name of apprenticeship program if applicable: \_\_\_\_\_
- Are you a US Citizen? Yes \_\_\_\_ No \_\_\_\_ If no, please provide Immigration Document. **Complete Lawful Presence Form**
- Are you a licensed Electrician in any city or state: ☐ No ☐ Yes If, yes, please complete below.

License Type & Number	Issuing Authority	Date First Issued	Current? <i>Yes or No</i>

- CONTRACTOR APPLICANTS ONLY: No Yes I am aware of requirements of Titles 85 and 85A of Oklahoma Statutes (Workers' Compensation Acts and the Rules & Regulations of the Workers Compensation Court of the State of Oklahoma).

12. Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**AFFIDAVIT**

State of \_\_\_\_\_ County of \_\_\_\_\_

The applicant signing this application being duly sworn declares that the statements subscribed to by him/her are true to the best of his/her knowledge and that he/she personally signed this Application.

(Notary Seal)

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Signature of Notary \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

# CERTIFICATE IN SUPPORT OF EXAMINEE'S EXPERIENCE QUALIFICATIONS

**\*\*NOTE:** Experience must be verified by affidavit or letters with original ink signatures and notaries\*\*

**\*\*Information on this form must be printed in ink or typed\*\***

IN THE MATTER OF:

\_\_\_\_\_  
First Middle Last  
\_\_\_\_\_  
Street Address City State Zip

## CERTIFIER MUST COMPLETE ALL INFORMATION

**\*\*(See instructions on the next page of this form)\*\***

I, \_\_\_\_\_, certify that \_\_\_\_\_ was employed by  
Certifier Applicant

Name of Employer	Street Address	City	State	Zip	Business Phone
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From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ as an Apprentice  
Month Year Month Year

From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ as a \_\_\_\_\_ Journeyman \_\_\_\_\_ Contractor  
Month Year Month Year

For a total of: \_\_\_\_\_ Hours of verifiable electrical construction experience worked.

Employed Full-Time ☐ Part-Time ☐

\*\*\*Example - One (1) year full-time employment generally equals about two thousand (2,000) hours\*\*\*

Percent of work experience by classification:

Commercial Industrial \_\_\_\_\_ % Residential (1 & 2 Family) \_\_\_\_\_ % Other \_\_\_\_\_ %

DESCRIBE IN DETAIL THE TYPE OF WORK PERFORMED BY THE EXAMINEE. PLEASE DETAIL ALL ELECTRICAL AND CONSTRUCTION WORK PERFORMED.

(For additional space, see next page)

Did the examinee demonstrate a level of knowledge and skill expected of a journeyman or contractor in the electrical construction trade listed above? Yes No

Check which identifies your business relationship to the examinee:

Employer \_\_\_\_\_ Other, specify work relationship \_\_\_\_\_ (see instruction sheet)

**I certify under penalty of perjury under the laws of the State of Oklahoma that the foregoing is true and correct.**

\_\_\_\_\_  
Signature of Certifier/ Title or position Month Day Year

If you are a licensed electrical Contractor Labor Rep. \_\_\_\_\_  
Circle one of above License Number State

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary My Commission Expires: \_\_\_\_\_ (SEAL)

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Print Name of Certifier

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Street Address of Certifier                      City                      State                      Zip                      (      )  
Telephone Number

## **INSTRUCTIONS TO CERTIFIER VERIFYING EXAMINEE'S EXPERIENCE**

The examinee named on this form is required to furnish one or more certificates in support of electrical construction experience shown on his/her application. The examinee, therefore, is requesting you to certify as to your knowledge of his/her experience per 158:40-5-3(g) "Each active electrical contractor shall document the hours worked by each apprentice electrician and the hours worked in commercial, industrial and residential electrical work.".

All statements made on behalf of an examinee's experience in the classification cited on this form shall be verified by a qualified and responsible person, that is a licensed contractor who is the employer, or qualified representative of an electrical trade facility (Career Tech, IBEW, IEC, ABC, etc.), who has DIRECT KNOWLEDGE of the examinee's qualifications and capacity to become a licensed journeyman or contractor (co-worker not applicable). The qualified and responsible person must certify that the examinee demonstrates a level of knowledge and skill expected of a journeyman or contractor in the classification for which application is being made.

The certifier must include actual hours worked while employed including, but not limited to, discussion of the examinee's knowledge of services and panel board installations, grounding applications, feeder and branch circuits, transformer installations, motor control applications, fixture installations and hazardous applications.

Your cooperation is earnestly solicited so that the Construction Industries Board can determine whether an applicant has the experience necessary to become a capable and qualified electrical contractor or journeyman electrician.

Any person who knowingly procures or offers any false or forged instrument to be filed, registered, or recorded in any public office, within this state, which instrument, if genuine, might be filed, or registered, or recorded under any law of the the United States or of the law of the state (Title 21, Section 463), is guilty of a felony.

**DO NOT SEND THIS FORM TO THE CONSTRUCTION INDUSTRIES BOARD. RETURN IT TO THE EXAMINEE IN ORDER THAT HE/SHE MAY ATTACH IT TO HIS/HER APPLICATION.**

(ADDITIONAL COMMENT SPACE):

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# Employment Record

Employment History of Current Position			
Employer:		Employer Telephone	
Employer Address( <i>Include Street, City, State &amp; Zip</i> )			
Department:		Immediate Supervisor	
Date of Employment (Mo/Yr)	Date of Separation (Mo/Yr)		Reason for Leaving
Title or Position: (Also Indicate trade status – Contractor, Journeyman or Apprentice)			
Describe Duties in Detail:			

Employment History of Previous Position			
Employer:		Employer Telephone	
Employer Address( <i>Include Street, City, State &amp; Zip</i> )			
Department:		Immediate Supervisor	
Date of Employment (Mo/Yr)	Date of Separation (Mo/Yr)		Reason for Leaving
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Date of Employment (Mo/Yr)	Date of Separation (Mo/Yr)	Reason for Leaving
Title or Position: (Also Indicate trade status – Contractor, Journeyman or Apprentice)		
Describe Duties in Detail:		

### Instructions for Required Affidavit:

All natural persons fourteen (14) years of age or older and present in the United States, applying for a license with the Oklahoma Construction Industries Board are required, by the provisions of 56 O.S. § 71, to provide the Board with verification of lawful presence in the United States by executing the Affidavit shown below before a notary public or other officer authorized to notarize affidavits under State law. The Board's licensing office is staffed with notaries who are available to provide notary service at no cost to Applicants.

# **AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES**

**Affidavit of**

\_\_\_\_\_  
[Applicant's Full Name]

STATE OF \_\_\_\_\_ )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

I \_\_\_\_\_, of lawful age, being first duly sworn, upon oath state, under penalty  
[Applicant's Full Name]

of perjury, as follows:

Please check the appropriate box:

Option 1: ☐ I am a United States Citizen.

Option 2: ☐ I am a qualified alien under the federal Immigration and Naturalization Act, and I am lawfully present in the United States. *For this Option, a copy of a valid immigration document which reflects the applicant's "A" number or "I-94" number must accompany this Affidavit.*

[Signature of Applicant]

Subscribed and sworn to or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

[Applicant's Name – Please Print]

[Signature of Notary]

My Commission Expires: \_\_\_\_\_

My Commission Number: \_\_\_\_\_ (Notary Seal)