TEXAS DEPARTMENT OF LICENSING AND REGULATION
PO Box 12157 ● Austin, Texas 78711-2157
(800) 803-9202 ● (512) 463-6599 ● FAX (512) 475-2871
www.tdlr.texas.gov ● cs.electricians@tdlr.texas.gov

MASTER SIGN ELECTRICIAN LICENSE APPLICATION INSTRUCTIONS

The application must be completed and signed by the applicant. An application is not considered complete and will not be processed until all required items have been submitted. All information provided must be typed or printed in black ink. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. Use a paperclip to fasten all pages together, with the check or money order on top. **Do not use staples**. Make check or money order payable to TDLR.

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER.

1. NAME – Write your legal name in the spaces provided. (Last, First, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and III. (Mr. is not a suffix.)

2. DATE OF BIRTH – Write your birthdate.

3. GENDER – Select whether you are male or female.

4. SOCIAL SECURITY NUMBER – Social Security number disclosure is required by Section 231.302(1) of the Texas Family Code in order to obtain a license. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the Texas Attorney General at:

   www.oag.state.tx.us/child/index or call (512) 460-6000 or (800) 252-8014.

5. MAILING ADDRESS – Write your current mailing address. This is the address where we will send you mail. A post office box can be used as a mailing address.

6. PHYSICAL ADDRESS – Write your physical address of your residence. Do not use a post office box for this address.

7. PHONE NUMBER – Write a telephone number, including the area code, where we can reach you during the day. This may be your office phone number where we can leave a message.

8. EMAIL ADDRESS – Write your email address. Please provide your email address so the department may email license information and required notices to you. Your email address is confidential pursuant to the Texas Public Information Act, and the department will not share it with the public.

9. CRIMINAL HISTORY – Indicate if you have ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation. If YES, complete and attach a Criminal History Questionnaire for each offense. This form can be obtained from the TDLR website at www.tdlr.texas.gov/MISC/lic002.pdf

   If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before submitting your application and non-refundable fees. To request a criminal history evaluation, submit a Criminal History Evaluation Letter, a completed Criminal History Questionnaire form for each crime you were convicted of, or placed on deferred adjudication for, and a $25 fee. You can find more information on the process and download the necessary forms on the TDLR website at www.tdlr.texas.gov/crimHistoryEval.htm

10. DISCIPLINARY ACTION HISTORY – Indicate if you have ever had an occupational license, certification, or registration suspended, revoked, or denied in any state. If you have, complete and attach a Disciplinary Action Questionnaire for each disciplinary action. This form can be obtained from the TDLR website at www.tdlr.texas.gov/misc/Disciplinary Action Questionnaire.pdf

11. LICENSING REQUIREMENTS - You must have at least 12,000 hours of on-the-job training under the supervision of a master electrician or master sign electrician prior to taking the exam. When your experience has been approved, PSI will mail you a postcard with information on how to schedule your exam. The employment history portion of the application must include the full 12,000 hours. An Experience Verification Form is required for each employer and must be signed by the supervising master electrician or master sign electrician.

12. STATEMENT OF APPLICANT - Carefully read the statement of applicant before you sign and date your application.

13. EMPLOYMENT HISTORY - If you are applying for licensure by experience and exam, you will need to complete all portions of the employment history indicating your 12,000 on-the-job training hours under the supervision of a master electrician or master sign electrician. All areas of this document must be completed.

14. EXPERIENCE VERIFICATION - An Experience Verification Form or letters on company letterhead must be completed and signed by the supervising master electrician or master sign electrician. This form along and the Employment History portion of the application must match.

    If you are licensed as a master sign electrician by a municipal or regional licensing authority, you do not need to provide any experience with this application. Include a copy of your master sign electrician license issued by the municipal or regional licensing authority. You must also include the "Discontinued Municipal or Regional Licensing Program Form".

APPLICATION INFORMATION FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES

The Texas Department of Licensing and Regulation recognizes the contributions of our active duty military service members, their spouses, and veterans. If you want to use one of the licensing options available to military service members, military veterans and military spouses, please complete the **Military Service Member, Military Veteran or Military Spouse Supplemental Application (TDLR form MIL001)** and attach it with your license application. The form is located on the TDLR website at: http://www.tdlr.texas.gov/misc/militarysupplemental.pdf.

If you have additional questions about qualifications, training or experience requirements relating to occupation licensing for military service members, military veterans or military spouses please go to the TDLR Military Information web page at: http://www.tdlr.texas.gov/military.htm.

State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the **Texas Guaranteed Student Loan Corporation (TGSLC)** unless the licensee has entered into a repayment agreement with TGSLC. YOU SHOULD CONTACT TGSLC BEFORE FILING THIS APPLICATION if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGSLC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: **Texas Guaranteed ATTN: Collections, PO Box 83100, Round Rock, TX 78683-3100, Telephone: (800) 222-6297**, **http://www.tgslc.org or email: cust.assist@tgslc.org.**

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DO NOT WRITE ABOVE THIS LINE

You must submit this completed application to TDLR before scheduling your Texas examination. If your application is approved, we will contact the exam provider (PSI) and they will send you a postcard to schedule your Texas exam.

YOU MUST MEET ALL REQUIREMENTS WITHIN 12 MONTHS OF THE FILING DATE, OR THE APPLICATION WILL BE TERMINATED.

APPLICATION FEE: $45 (FEE IS NON-REFUNDABLE)

1. Name:

_____ _____ _____ _____
Last First Middle Name Suffix

2. Date of Birth: _____ - _____ - _____
Month Day Year

3. Gender: ☐ **Male** ☐ **Female**

4. Social Security Number:
(See instruction sheet for disclosure information) _____ _____ _____ _____ _____ _____ _____ _____ _____

5. Mailing Address: (PO box can be used for this address)

Number, Street Name, Suite Number/Apartment Number

City State Zip Code

6. Physical Address: (PO box cannot be used for this address)

Number, Street Name, Suite Number/Apartment Number

City State Zip Code

7. Phone Number:

(_____) _____
Area Code Phone Number

8. Email Address:

Email address (ex: johndoe@aol.com) (See Instruction sheet for disclosure information)

9. Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation? ☐ **Yes** ☐ **No**

If YES, complete and attach a Criminal History Questionnaire for each offense.

See instruction sheet for more information

10. Have you ever had an occupational license, certification or registration suspended, revoked, or denied in any state? ☐ **Yes** ☐ **No**

If YES, attach a Disciplinary Action Questionnaire to this application. (This does not include your driver license.)

11. LICENSE REQUIREMENTS

To qualify for a Master Sign Electrician License, you must meet either A or B below:

A.

- Passed the Texas Master Sign Electrician Exam,
- Completed at least 12,000 hours of on-the-job training under the supervision of a master electrician or master sign electrician.

Note: Completed application must include the Experience Verification Form (or letters from previous supervisors) and the Employment History portion of the application.

OR

B.

- Held a master sign electrician license issued by a Texas municipality or region that has elected to discontinue issuing or renewing licenses.
- Held the municipal or regional license for the preceding year.
- Submit your application within 90 days of the date the municipality or region stops issuing or renewing licenses.

Note: The Discontinued Municipal or Regional Licensing Program Form must be completed and attached to this application.

12. STATEMENT OF APPLICANT

I certify that I have read and will comply with all applicable provisions of the Electrician Act; Texas Occupation Code, Chapter 1305 and Chapter 51;Texas Administrative Code, Chapter 60; and the Electricians Administrative Rules, Texas Administrative Code, Chapter 73. I understand that providing false information on this application may result in denial of this application and/or revocation of the license I am requesting and the imposition of administrative penalties.

_____	_____
Date Signed	Signature of Applicant

13. EMPLOYMENT HISTORY

Indicate below your employment history for each employer. You can make additional copies of this form and attach them if needed.

For each employment period, you must provide either a letter from the master or master sign electrician who supervised your on-the-job training or a completed Experience Verification Form. The Department may contact your licensed supervisor for verification.

Name: (as it appears on your license)

Last _____ First _____ Middle Name _____ Suffix _____

Social Security Number:
(See instruction sheet for disclosure information) _____ _____ _____ _____ _____ _____ _____ _____ _____

Employer Name:

Employer's Phone Number:

Employer's Address:

Number, Street Name, Suite Number

City State Zip Code

Dates of Employment:

From: _____ (Month/Day/Year) **To:** _____ (Month/Day/Year)

Total Years or Hours of Experience:

Master or Master Sign Electrician's Name:

Master or Master Sign Electrician's License Number and Issuing Jurisdiction:

License Number _____ **Issuing Jurisdiction** _____

Describe job duties performed:

Employer Name:

Employer's Phone Number:

Employer's Address:

Number, Street Name, Suite Number

City State Zip Code

Dates of Employment:

From: _____ (Month/Day/Year) **To:** _____ (Month/Day/Year)

Total Years or Hours of Experience:

Master or Master Sign Electrician's Name:

Master or Master Sign Electrician's License Number and Issuing Jurisdiction:

License Number _____ **Issuing Jurisdiction** _____

Describe job duties performed:

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15. ELECTRICIAN EXPERIENCE VERIFICATION FORM

THIS FORM MUST BE COMPLETED BY A PERSON QUALIFIED TO VERIFY ELECTRICIAN EXPERIENCE WHOM THE DEPARTMENT MAY CONTACT FOR VERIFICATION.

Applicant's Name:

_____ Last _____ First _____ Middle Name _____ Suffix (JR, SR, III)

Master Electrician/Master Sign Electrician's Name:

_____ Last _____ First

Phone Number:

(_____) _____
Area Code Phone Number

Company Name:

_____

Your Electrician License Information: **(Copy or letter of verification required)**

License Type (Journeyman, etc.) _____ License Number _____ Effective Date _____ Expiration Date _____

State, County, or Municipality Issuing License:

_____

Period You Supervised Applicant:

_____ Start Date (Month/Day/Year) To _____ End Date (Month/Day/Year)

Did you supervise the electrical work of the applicant during the above dates? ☐ **Yes** ☐ **No**

Did the applicant hold a valid license during the dates listed above? ☐ **Yes** ☐ **No**

If YES, what was the license type? _____

Choose the correct type of work performed by this applicant:

☐ Installed Electrical Wiring System
☐ Residential ☐ Commercial ☐ Industrial ☐ Exempt ☐ Other _____

☐ Maintained Electrical Wiring System
☐ Residential ☐ Commercial ☐ Industrial ☐ Exempt ☐ Other _____

☐ Extended an Electrical Wiring System
☐ Residential ☐ Commercial ☐ Industrial ☐ Exempt ☐ Other _____

☐ Serviced Entrance Conductors
☐ Residential ☐ Commercial ☐ Industrial ☐ Exempt ☐ Other _____

Detailed Description of work performed:

STATEMENT OF SUPERVISOR

TEXAS LICENSED EMPLOYER STATEMENT: As a licensee of The Texas Department of Licensing and Regulation, I have only verified actual experience (number of hours and duties) that this applicant received while working under my license and direct supervision. I understand that I may be subject to disciplinary action up to and including revocation of my license if I verify experience other than that which was performed while the applicant was working under my license and supervision.

BY SIGNING THIS FORM, I CERTIFY THAT THE INFORMATION ON THIS FORM IS TRUE AND CORRECT.

_____ Date Signed _____ Signature of Master Sign Electrician/Master Electrician