

**MAINTENANCE ELECTRICIAN  
LICENSE APPLICATION INSTRUCTIONS**

**AN APPLICATION IS NOT CONSIDERED COMPLETE AND WILL NOT BE PROCESSED UNTIL ALL ITEMS HAVE BEEN SUBMITTED AS REQUIRED.**

**GENERAL INSTRUCTIONS**

The application must be completed and signed by the applicant. All information provided must be typed or printed in black ink using upper case letters. This application and all 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. **Please do not use staples.** Do not submit any pages on which you have not entered any data.

If one check will be used to pay for multiple applications, a **Combined Check Worksheet** must be completed and submitted with the applications and payment. The Combined Check Worksheet is available on the Department's website.

**PAGE 1 – GENERAL INFORMATION**

NAME – Please write your name in the spaces provided. (last, first, middle)

SUFFIX – Examples of a suffix include Jr., Sr., and II.

OTHER NAMES – Examples here include birth name, maiden name, or an alias.

SOCIAL SECURITY NUMBER – The 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](http://www.oag.state.tx.us/child/index) or call (512)460-6000 or (800)252-8014.

GENDER – Write "M" for Male or "F" for Female.

DATE OF BIRTH – Write the two digit numeric equivalent (ex: 03 for March) for the month of your birth, followed by the two digit day and the four digit year. (MM/DD/YYYY)

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

E-MAIL – Please provide your e-mail address. The Department will add your address to the electricians' e-mailing list, which provides information from the Department on matters affecting electricians. Your e-mail address is confidential pursuant to the Texas Public Information Act, and the Department will not share it with the public.

MAILING ADDRESS – This is the address to which the Department will mail your correspondence. Indicate the number and street, or post office box of your mailing address. Use of the zip plus-4 is not required, but it helps the postal service direct mail more efficiently and accurately.

PHYSICAL ADDRESS – This address is the actual location of your place of business. If this address is the same as your mailing address, you may write SAME and skip the city, state, and zip code fields. A post office box will not be accepted as a physical address.

MAINTENANCE ELECTRICIAN LICENSE INFORMATION – If you have ever held a Maintenance Electrician license issued by a regional or municipal licensing authority, indicate the city (or region) and state in which the license was issued, followed by the license number. Also provide the original issue and expiration dates and submit a clear and legible copy of your license with this application. If you do not know the date of original licensure, use 12/31 of the year in which your license was issued. If you have never held a Maintenance Electrician license, leave this section blank.

EXAMINATION INFORMATION – If you have passed a Maintenance Electrician’s examination WITHIN THE LAST TWO YEARS, please indicate which exam you took. Check the ICC/SBCCI box if appropriate, or check “Other” and provide the name of that examination. If you were given a number with your examination, provide the number, the date you passed the examination and a copy of the exam pass notice. Please be aware that only those exams passed **within the two years** prior to filing this application will satisfy the examination requirement. If you have not passed an examination within the last two years, leave this section blank.

CONVICTION OF CRIMINAL OFFENSE – Indicate if you have ever been convicted of a criminal offense. If yes, complete and attach the Criminal History Questionnaire for each conviction. This form can be obtained from the TDLR website.

LICENSE SANCTIONS – Indicate if you have ever had an occupational license suspended, revoked, probated, or denied in any state, county or municipality. If you have, complete and attach the Disciplinary Action Questionnaire for each sanction. This form can be obtained from the TDLR website.

## **PAGE 2 – LICENSE CRITERIA & SIGNATURE**

On this page of the application, indicate which license criteria BEST describes your situation. IT IS IMPORTANT THAT YOU CHOOSE **ONE AND ONLY ONE** OPTION. Selecting more than one option or not selecting an option may delay processing of your application.

If you are seeking to be licensed by reciprocity, indicate the state from which you are seeking to reciprocate and attach a copy of your current license issued by that state. You can stop here and not submit page 3.

**Before you sign, carefully read the statement at the bottom of the application. Be aware that information provided on this application and any attachments is subject to audit. Providing false information may result in revocation of this license and the imposition of administrative penalties.**

## PAGE 3 – EXPERIENCE HISTORY

If you are licensed as a Maintenance electrician by a municipal or regional licensing authority, you do not need to provide any experience with this application. Include a copy of your Maintenance electrician license issued by the municipal or regional licensing authority. The Department will need to verify your licensure with the authority listed on page one of the application. Be certain you have listed the name of the municipal or regional licensing authority and given your license number issued to you by that authority.

If you are not licensed as a Maintenance electrician by a municipal or regional licensing authority, but have graduated from an electrical apprenticeship program (consisting of at least 576 hours of job-related education and 8,000 hours of on-the-job training) you do not need to provide any experience with this application. Include a copy of your graduation certificate and contact information for the program.

If you do not fall into either of the categories above, complete this section to demonstrate that you have 12,000 hours of on-the-job experience. If your on-the-job experience was not acquired under the supervision of a Master Electrician (or Maintenance Electrician if you have passed the Maintenance Electrician examination within the last two years or will pass the examination prior to licensure), explain the credentials of the person under whom it was earned. This page can be duplicated as necessary to provide enough information to document your experience. You need only provide the number of hours required for the license, NOT a complete history of all your experience.

If you are seeking a license by reciprocity, you do not need to complete or file this page of the application.

## ATTACHMENTS

### EXPERIENCE VERIFICATION FORM

If you do not hold a Maintenance Electrician issued by a municipal or regional licensing authority, the Department will verify that you have the required experience based on information found on the Experience Verification Form, which can be found on the Department's website. This form MUST be completed by a person qualified to verify that your electrician on-the-job training or license history was gained under the supervision of a licensed Master electrician (or Maintenance Electrician if you have passed the Maintenance Electrician examination within the last two years or will pass the examination prior to licensure). If the experience was acquired under multiple supervisors, a separate form must be submitted for each. This form may be duplicated as necessary. Note that 2,000 hours of on-the-job training equals one year of employment.

If an Experience Verification Form cannot be provided, any of the following may be submitted to verify experience:

1. Letters from Master Electricians who supervised your on-the-job training.
2. Letters on company letterhead from former employers or business managers who will attest that you worked for a Master Electrician while in their employ.
3. Copies of service orders, contracts, or invoices. These must show type of work performed, dates the work was performed, and name of the customer;
4. Letters from current/past customers. These must show type of work performed, dates the work was performed, and name of the customer, or
5. Any other type of documentation that will show the same type of information.

## **ATTACHMENTS Continued**

### **COPY OF MAINTENANCE ELECTRICIAN LICENSE**

If you have ever held a Maintenance electrician's license issued by a municipal or regional licensing authority, attach a clear and legible copy of the license. If you do not have a copy of your license, the municipal or regional licensing authority that issued it can complete the Experience Verification Form or submit a letter confirming your license history. Some cities in Texas have provided the Department with a listing of their license holders. We may be able to find your records in these files; however your application will be processed faster if you submit a copy of your license.

### **PROOF OF EXAMINATION**

If you have passed a Maintenance electrician's examination **WITHIN THE LAST TWO YEARS**, attach a copy of the letter that notified you of your passing score.

### **PROOF OF GRADUATION FROM AN ELECTRICAL APPRENTICESHIP PROGRAM**

If you have graduated from an electrical apprenticeship program, attach a copy of your graduation certificate. Also include the program name and contact information. This proof is only required if you chose option 5 on page 2.

### **RECIPROCAL LICENSE**

If you are seeking a Texas license by reciprocity, attach a copy of your current license from that state. Refer to the Department website for a current list of states and license types with which a reciprocity agreement exists.

### **CRIMINAL HISTORY QUESTIONNAIRE**

If you have ever been convicted of a criminal offense, attach a completed Criminal History Questionnaire and any attachments requested on the questionnaire for each conviction.

### **DISCIPLINARY ACTION QUESTIONNAIRE**

If you have ever had an occupational license suspended, revoked, probated, or denied in any state, county or municipality, attach a completed Disciplinary Action Questionnaire and any attachments requested on the questionnaire for each sanction.

### **FEES**

The fee for this license is **\$25**. Please send one check or money order for the total amount due, payable to TDLR. Fees and documents should be mailed to:

TDLR  
PO BOX 13489  
AUSTIN, TEXAS 78711

PLEASE REMEMBER THAT THE APPLICATION MUST BE COMPLETED IN BLACK INK AND ALL ATTACHMENTS MUST BE SUBMITTED ON SEPARATE PIECES OF SINGLE-SIDED, 8½" x 11" PAPER. PLEASE USE A PAPERCLIP TO FASTEN ALL PAGES TOGETHER. **PLEASE DO NOT USE STAPLES**. ANY DEVIATION FROM THESE REQUIREMENTS MAY DELAY THE PROCESSING OF YOUR APPLICATION.

**DOCUMENTS SUBMITTED WITH THE APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF THE COMPLETED APPLICATION, ALL ATTACHMENTS AND YOUR CHECK. DO NOT SUBMIT FORMS THAT YOU DID NOT HAVE TO COMPLETE.**