Who can Benefit from this Guide?

- Electricians and electrical contractors who must be in compliance with California State electrical certification requirements for electricians.

Objectives of this Guide

- To provide you with an easy, step-by-step process to follow, so that you are successful in complying with California State Electrician Certification requirements
- To provide you with sources of information on forms to be completed
- To provide you with resources for State-approved electrician trainee education and training programs.

Overview

Based on current California State regulations, for an electrical worker to continue working legally in California, he/she must either:

- have the required work experience hours and have passed the State Electrician Certification Exam, **or**
- be enrolled in a State-approved Electrician Trainee (ET) Program AND registered as an ET with the State, **or**
- be indentured in a State or Federal approved Electrical Apprenticeship Program.

How to become an Electrician Trainee

To legally perform electrical work for a C-10 contractor in the State of California if you have NOT either already passed the State Certification Exam or ARE NOT currently in a state or federal approved apprenticeship program, you must enroll in a State-approved school as an Electrician Trainee AND also register with the State of California as an Electrician Trainee. You must also be supervised by a State-certified electrician on the job.

The steps for enrolling with a State-approved electrician trainee school/education provider and registering with the State as an Electrician Trainee are presented in the next section of this Guide.

Step by Step Guide for Electrician Trainee Compliance

1. **Enroll in a State-approved Electrician Trainee (ET) Program**
   - Go to **http://www.dir.ca.gov/dlse/ecu/ListOfApprovedSchools.html** to find an approved education provider within your geographic area, or call the State Certification Unit at 510-286-3900.
   - Select a State-approved education provider. After you select your education provider. Please contact them and access that provider's curriculum which will include courses that meet State-approved electrical training program requirements**.**
   - Complete the *ET Training Program Enrollment Form* for the school/education provider and submit it to them with the required enrollment fee.
   - You should then receive a confirmation from your education provider acknowledging that you are enrolled in a State approved Electrician Trainee program.
   - Keep a copy of the confirmation letter with you as proof that you are enrolled in a State-approved Electrician Trainee program.

2. **Register with the State of California as an Electrician Trainee (ET)**
   - Get a copy of the State of California *Application for New Registration of Electrician Trainee* form and complete all the required information. You can download a copy of this *Application for New Registration of Electrician Trainee* form from the DLSE website at: **http://www.dir.ca.gov/dlse/ecu/ECUTrain_forms.htm** or you can contact the State DLSE-Electrical Certification Unit by phone at ((510) 286-3900.

   - Fill out the Application for New Registration of Electrician Trainee form, and attach a copy of your ET Program Enrollment Confirmation from your State-approved school to the State's form, and include a $25.00 check or money order (payable to: DIR – Electrician Certification Fund). Mail this to:

     DIR-Division of Labor Standards Enforcement
     ATTN: Electrician Certification Unit
     PO Box 511286
     Los Angeles, CA 90051-7841

   - Upon receipt of your State ET Registration form with proof of approved-school enrollment, the State will send you a letter confirming that you are a State-registered Electrician Trainee. The letter will also include your "T" number. Please keep a copy of this letter in a safe place. *Possession of your T-number shows that you are registered with the State as an Electrician Trainee and provides proof that you are enrolled in a State-approved Electrician Trainee program.*

3. Sign up for an Electrician Trainee (ET) Class

- Select the courses that are most appropriate for your knowledge level and work experience.
- Complete all Class Sign-up Forms or other required documents.
- Order your textbooks for the course, if required.
- Send in the completed *Class Sign-up Forms/documents* with your tuition fees to your selected school/education provider.
- Put the class start date, time and location on your calendar and attend all classes to get credit toward your 150 hours of required annual training. *Note that though you may achieve a passing grade in a class, you will only be credited for the amount of training hours you have actually attended for that class.*

4. Renew Your State Electrician Trainee Application Annually!

The State of California requires annual ET Application Renewal for all Electrician Trainees until you have the required work experience hours (8,000 for General electrician, 4,800 for Residential electrician, or 4,000 for Fire/Life Safety technician, 4000 for Voice Data Video Technician, and 2,000 for Non-residential Lighting Technician) **and** have applied for **and** passed the State Electrical Certification Exam. The Renewal does NOT require a fee. The following information is required to accompany the Application for ET Renewal:

- Copies of transcripts or class completion documents showing Approved Curriculum class work completed during the prior year; **and**
- The name of the Electrician trainee's current employer in the electrical industry, **and**
- The amount of on-the-job experience acquired during the prior year.
- Within 90 days of receipt of a renewal application, the Electrician Certification Unit shall inform the applicant in writing whether that the registration has been renewed or the application is deficient, or that the applicant has submitted insufficient proof of further class work or work experience, in which case, the Electrician Certification Unit shall inform the applicant of the information or documentation still required and the reason for the request.

You can download a State ET Application Renewal form at

http://www.dir.ca.gov/dlse/ECU/ElectricalTraineeRenewRegistration.pdf

5. Apply to take the California State Certification Exam

After you have completed the required hours (shown below) to be eligible to take the State Certification Exam, please fill out the State's *Application for Electrician Examination and Certification*, include required payment and submit it to the State of California. *The Application for Electrician Examination and Certification* can be found on the State website at **http://www.dir.ca.gov/dlse/ecu/ElectricalTrade.html**. You may also call (510) 286-3900 to have a copy of the form mailed to you.

Required on-the-job hours to qualify for the exam:

8,000 for General Electricians; 4,800 for Residential Electricians; 4,000 for Fire/Life Safety Technicians; 4,000 for Voice Data Video Technicians; and 2,000 for Non-residential Lighting Technicians

Once your exam application has been approved, the State will notify you and send you an information packet containing the toll-free phone number to call to arrange for your test date, time and location.

Anyone applying to take the State Certification Exams has **one year** from the application acceptance date to actually take the exam. If they do not take the exam this timeframe, they must reapply and pay the full fee to take the exam.

Until June 1, 2007, those taking the Certification Exam will have the NEC code book available as reference material during the test.

After June 1, 2007, the NEC is provided as reference material during the test.

If an applicant has taken and failed the Certification Exam, there is a 60 day waiting period from the date he/she took his exam before he/she can retake his exam. Application for Retest must be accompanied by a fee of $100 to retest.

6.   Notify Your School that You have Passed Your Exam

When you pass the state exam, please notify your school/education provider so that they can cancel your enrollment as an Electrician Trainee in their program. The school/education provider will also notify the State that you are no longer enrolled in their Electrician Trainee program.

Valuable Web Sources:

State's main website for the electrical trade: http://www.dir.ca.gov/dlse/ecu/ElectricalTrade.html

Definition of an Electrician Trainee: http://www.dir.ca.gov/dlse/ecu/ElectricalTrainee.htm

State's frequently asked questions: http://www.dir.ca.gov/dlse/ecu/ECU_FAQ.htm

Downloadable State ET forms: http://www.dir.ca.gov/dlse/ecu/ECUTrain_forms.htm

Appendix

Background Information

On May 29, 2002, the Governor of California approved AB 1087, an act to amend Section 3099 now §108 of, and to add Sections 3099.2, 3099.3 and 3099.4 now §108.2, §103.3, and §108.4 to the Labor Code relating to electricians. This Bill previously charged the Division of Apprenticeship Standards (DAS) now the Division of Labor Standards Enforcement with the following:

- Establish and validate minimum standards for competency and training of electricians in the State of California.
- Establish an advisory committee and panels to carry out the functions of this bill.
- Establish an electrical certification curriculum committee (ECCC) to develop written educational curriculum standards.
- Establish and adopt regulations to enforce this bill.
- Issue certification cards to electricians who have been certified.

The California Labor Code §108.4 states, "an uncertified person may perform electrical work for which certification is required under Section §108, in order to acquire the necessary on-the-job experience for certification, if all of the following requirements are met:

- Registration with Division of Apprenticeship Standards (DAS) now the Division of Labor Standards Enforcement (DLSE)
- Completion of or enrollment in an approved curriculum of classroom instruction
- Employer attests that the person works under the DIRECT supervision of a certified electrician.