Colorado Division of Professions and Occupations
Office of Licensing—Electrical
1560 Broadway, Suite 1350
Denver, CO 80202
Phone: (303) 894-7800 / Fax: (303) 894-7693
www.dora.colorado.gov/professions

APPLICATION FOR REINSTATEMENT—ELECTRICAL CONTRACTOR

APPLICANT INSTRUCTIONS

Basic Requirements. In order to perform electrical contracting in the state of Colorado, you must meet the following criteria:

- You must either be, or employ as a full-time employee, a Colorado-licensed master electrician who is the responsible party for all electrical work the company performs. The master electrician must sign an *Acknowledgment of Responsibility* form, and can only be the responsible party for one company at a time.

About the Application. This application is to be completed by you and returned to the Office of Licensing. All questions on the application are mandatory, and all supporting documents must be submitted with the application. You may copy as many forms as needed; however, each form submitted must be completed in original ink or typed. Keep a copy of the completed application for your records.

Application Expiration. Your application will be kept on file for one (1) year from date of receipt in the Division of Professions and Occupations. Your file and all supporting documentation will be purged if you do not submit required documents and complete your application process in one year. You will need to resubmit a new application packet and fee after that time.

Disclosure of Addresses. Consistent with Colorado law, all addresses and phone numbers on record with the Division are public record and must be provided to the public when requested. It is your responsibility to keep your address and contact information up-to-date in our database. All letters, renewal notices, licenses, and registrations are mailed to the last known address of record. **If your address is not current, it is possible you will not receive important documents.** You can change your address online by using Online Services at www.dora.colorado.gov/professions/onlineservices.

License Expiration Grace Period for New Applicants. Applicants who are issued an electrical contractor registration within 120 days of the upcoming expiration date will be issued a registration with the subsequent expiration date. For example, registrations issued between June 1, 2014, and September 30, 2014, will reflect a registration expiration date of September 30, 2017. Registrations issued prior to June 1, 2014 will reflect an expiration date of September 30, 2014 and must renew in the upcoming renewal period.

- Electrical contractor registrations expire on September 30 of each renewal year and must be renewed to continue practicing.

In 2011, new legislation affecting electrician license renewal requirements takes effect. As part of this new legislation, electrical contractor registrations will change to a 3-year renewal cycle coinciding with the adoption of a new National Electrical Code (NEC) every three years (i.e., in 2011, 2014, 2017, etc.).

Checking Your Application Status. Visit Online Services at www.dora.colorado.gov/professions/onlineservices to track your application from the date we log it in our database to the date your license is printed. Please allow us enough time to receive the application through the mail and enter your application into our database before you check the website. We recommend waiting at least 10 business days from date of mailing before checking the status of your application.

APPLICANT CHECKLIST

To apply to reinstate your expired Colorado **Electrical Contractor (EC)** registration:

☐ **Submit a completed application and supporting documentation if required**. Return the completed application and all supporting documentation to the Office of Licensing.

☐ **Enclose the non-refundable application-processing fee.** See page 1 of the application form for current fees. Fees may be paid by a check or money order drawn in U.S. dollars on a U.S. bank and **made payable to *State of Colorado***. All fees are **non-refundable** and subject to change every July 1.

☐ **Attach the completed Acknowledgment of Responsibility**, signed by the Colorado-licensed master electrician who is responsible for all electrical work the company performs.

☐ If you are changing your company name, include a completed Electrical Contractor **Company Name Change** form, available online at www.dora.colorado.gov/professions/electrical.

Return your completed application packet and all supporting documentation to:

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Reinstatement Application
ELECTRICAL CONTRACTOR
Fee: $233

The content of this application must not be changed. If the content is changed, the applicant may be referred to the Colorado State Attorney General's Office for violation of Colorado law.

Fees may be paid by a check or money order drawn in U.S. dollars on a U.S. bank and made payable to *State of Colorado*.

Colorado Electrical Contractor Registration Number: _____ **Date Registration Expired:** _____

PART 1—BUSINESS INFORMATION

Company Name:

Federal Employer Identification Number (FEIN):

Company Address: PO Box, Street:
City, State, Zip:

Daytime Telephone Number: ( )

E-mail Address:
Preferred method for communication: ☐ *Mail* ☐ *E-mail*

Company Owner(s):
List all owners (if needed, attach an additional sheet)

PART 2—REGISTRATION INFORMATION

1. Since the date this registration expired, has the company been doing business as an Electrical Contractor in the state of Colorado? ☐ YES ☐ NO
   - If **YES**, provide an explanation:

List each jurisdiction, other than Colorado, in which you are or have been licensed or registered as an Electrical Contractor (if needed, attach an additional sheet in the same format).

State	License/Registration Number	Year license/registration issued	Disciplinary action against license/registration	Is this license/registration current/active?
			☐ YES ☐ NO	☐ YES ☐ NO
			☐ YES ☐ NO	☐ YES ☐ NO
			☐ YES ☐ NO	☐ YES ☐ NO

2. Are there any pending complaint(s) against any license or registration the company holds in any other jurisdiction? ☐ YES ☐ NO

3. Has the company ever had disciplinary action taken against it by another jurisdiction? ☐ YES ☐ NO

ATTESTATION

I state under penalty of perjury in the second degree, as defined in C.R.S. 18-8-503 that the information contained in this application is true and correct to the best of my knowledge. In accordance with C.R.S. 18-8-501(2)(a)(I), false statements made herein are punishable by law and may constitute violation of the practice act.

_____
Signature of Company Owner/Officer **Date**