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 REACTIVATION—ELECTRICIAN

APPLICANT INSTRUCTIONS

NEW License Renewal Requirements. Beginning January 1, 2011 new renewal requirements apply to your license. Important details are available online at www.dora.colorado.gov/professions/electrical.

Mandatory Practice Act. Colorado has a mandatory practice act, which means that you may not practice as an Electrician in this state without a Colorado license. Submission of this application does not guarantee licensure. Therefore, do not make life or career decisions based on the probability that you may receive a license. Plan ahead for the time it will take for us to receive all required documents and complete our evaluation.

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 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.

Social Security Number is Required. Effective January 1, 2009, a Social Security Number is required for all licensees. The Division will consider an application to be incomplete when the applicant fails to submit his/her Social Security Number. Exceptions are made for foreign nationals not physically present in the United States and for non-immigrants in the United States on student visas who do not have a Social Security Number. These applicants must submit a signed Social Security Number Affidavit in lieu of a Social Security Number. You may call (303) 894-7800 to request that one be mailed to you.

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, and licenses 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.

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 reactivate your inactive **Master Electrician, Journeyman Electrician,** and/or **Residential Wireman** license:

☐ **Complete the attached application.** 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.

☐ **Provide documentation of any name change.** If your name has changed since you obtained a previously-issued license, or if your name is different on any of your supporting documentation, you must provide a copy of the legal document verifying the name change (i.e., marriage license, divorce decree, or court order).

☐ **Comply with new Continuing Competency Program requirements**. See the applicable sections of the application for each license you are reactivating:

- Part 3A—Competency to Practice: Residential Wireman
- Part 3B—Competency to Practice: Journeyman Electrician
- Part 3C—Competency to Practice: Master Electrician

Refer to the Continuing Competency Program Manual available online at www.dora.colorado.gov/professions/electrical for a step-by-step guide to the program, including information on core competencies, completing the individual assessment, and accruing professional development units (PDUs).

Note: If you are required to complete the individual assessment, your license(s) will not be reactivated until this office receives your results from the Pearson Vue testing center. If you are reactivating more than one license, you only need to complete one individual assessment.

Return your completed application packet and all supporting documentation to:

Division of Professions and Occupations
Office of Licensing—Electrical
1560 Broadway, Suite 1350
Denver, CO 80202

Dora
Department of Regulatory Agencies

IMPORTANT NOTICE

TO: All Applicants

FROM: Director of the Division of Professions and Occupations

SUBJECT: Licensure and Criminal History

Thank you for your interest in becoming a licensed* professional within the Division of Professions and Occupations. Before you submit your application, please be aware of a few facts regarding criminal conduct, convictions, and disciplinary actions in other states.

The mission of the Division of Professions and Occupations is “public protection through effective licensure and enforcement.” One way the Division safeguards consumers is by issuing licenses to fully qualified, competent, and ethical applicants.

During the licensing process – and depending on the specific application – the Division will ask whether you have ever been disciplined in any state, arrested, charged, convicted, or pled guilty to a crime. An arrest, subsequent criminal conviction, or disciplinary action is not an automatic disqualification from licensure. Instead, the appropriate board or program will look at the facts surrounding the criminal conduct and disciplinary action to determine whether you are fit for licensure. You should know that licensure is a privilege, not a right. One thing you must do to obtain the privilege is to be completely honest on your application.

Be sure to list all relevant complaints, disciplinary actions, arrests, charges, or convictions in response to the licensure questions. Failure to fully disclose could constitute grounds alone for denial of your application or revocation of your license. More important, avoid some of the common excuses we have heard from people who failed to disclose, such as:

- My attorney told me I didn’t have to disclose the criminal conduct or disciplinary actions.
- I didn’t think the prior conduct had anything to do with the profession.
- I didn’t think the disciplinary action, arrest, charges, or conviction was still on my record.
- I didn’t think it was subject to disclosure because I received a deferred sentence/judgment.

Remember, there is no excuse not to disclose disciplinary actions and criminal conduct. Even after licensure, you are still required to notify your professional licensing board or program about subsequent convictions and disciplinary actions in other states.

The Division conducts audits of its licensing database against several criminal and national disciplinary databases. This allows the Division to verify the truthfulness of your application and track subsequent criminal and disciplinary conduct after initial licensure. Keep in mind, you will not necessarily be revoked or denied a license if you have been disciplined, arrested, charged or convicted, but you will most likely be denied or revoked if you fail to disclose it.

**The word "license" is used as a general term. While most of the professions and occupations are licensed, others may be registered, certified, or listed. For precise terminology and requirements related to a profession or occupation, please consult the website of the appropriate board or program.*

1560 Broadway, Suite 1350 Denver, Colorado 80202 Phone 303.894.7800
Fax 303.894.7693 www.dora.colorado.gov/professions V/TDD 711

Consumer Protection

Division of Professions and Occupations
Office of Licensing—Electrical
(303) 894-7800 / Fax (303) 894-7693
www.dora.colorado.gov/professions

Reactivation Application
ELECTRICIAN
Master Electrician: $163
Journeyman Electrician: $143
Residential Wireman: $123

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

DO NOT use this application if your license is expired. You must complete the reinstatement application.

License Type	License Number	Date Inactivated	Reactivation Fee
☐ Residential Wireman			**$123**
☐ Journeyman Electrician			**$143**
☐ Master Electrician			**$163**

Enter Total Fee Enclosed: $_____

PART 1—APPLICANT INFORMATION

Name: Last:	First:	Middle:	Suffix:
Previous Name(s):			
Social Security Number: *	**Date of Birth** (mm/dd/yyyy)**:**	**Gender:** ☐ *Male* ☐ *Female*	
Place of Birth (city and state, or foreign country)**:**			
Mailing Address: *This is a* ☐ *Home* ☐ *Business*	PO Box, Street: City, State, Zip:		
Daytime Telephone Number: ( )	**E-mail Address:** *Preferred method for communication:* ☐ *Mail* ☐ *E-mail*		

PART 2—LICENSE INFORMATION

Since the date your license was inactivated, have you been practicing as an Electrician:

in the state of Colorado? ☐ YES ☐ NO

in another jurisdiction? ☐ YES ☐ NO

➢ If **YES**, provide an explanation: _____

_____

*Social Security Number Disclosure: Section 24-34-107(1) of the Colorado Revised Statutes requires that every application by an individual for a license issued pursuant to the authority set forth in title 12, C.R.S., by the Department of Regulatory Agencies, shall require the applicant's social security number. Disclosure of your social security number is mandatory for purposes of establishing, modifying, or enforcing child support under § 14-14-113 and § 26-13-126, C.R.S.; and locating an individual who is under an obligation to pay child support as required by § 26-13-107(3)(a)(I)(A), C.R.S. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Disclosure of your social security number is voluntary for disclosure to other state regulatory agencies, testing and examination vendors, law enforcement agencies, and other private federations and associations involved in professional regulation for identification purposes only. Your social security number will not be released for any other purpose not provided for by law.

PART 2—LICENSE INFORMATION (Continued)

List each jurisdiction in which you are or have been licensed as an Electrician (if needed, attach an additional sheet in the same format).

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

Are there any pending complaint(s) against you in any other jurisdictions? ☐ YES ☐ NO

Have you ever had disciplinary action taken against you by another jurisdiction? ☐ YES ☐ NO

Have you ever been convicted of a felony under the law of this state or any other jurisdiction, or entered a plea of guilty of a felony or had a plea of *nolo contendere* accepted by the court in this state or any other jurisdiction? ☐ YES ☐ NO

- If **YES**, you must complete the *Information Regarding Felony Conviction Form* available online at www.dora.colorado.gov/professions/electrical.

PART 3A—COMPETENCY TO PRACTICE: RESIDENTIAL WIREMAN

If your Colorado Residential Wireman license has been **inactive three (3) years or less** from the date your reactivation application is received in the Division, you must comply with new continuing competency program requirements before your license will be reactivated:

☐ Complete an Individual Assessment of Core Competencies at a Pearson Vue testing center. Contact Pearson Vue at www.pearsonvue.com to locate a testing site and schedule your assessment.

If your Colorado Residential Wireman license has been **inactive more than three (3) years** from the date your reactivation application is received in the Division, you must demonstrate competency to practice before your license will be reactivated:

☐ **Take and pass the full written exam.** You will be reauthorized for the exam on receipt of a completed reactivation application;

—OR—

☐ **Hold an active Residential Wireman license in another state.** Submit the Verification of Licensure form (attached) to the state in which you are licensed;

—AND—

☐ **Provide proof of active practice in that state** for no less than three (3) of the previous four (4) years immediately preceding the date your reactivation application is received in the Division. Proof of active practice should be submitted through letters of verification. Acceptable verification must be provided by one of the following: 1) employer(s), 2) inspection authority, or 3) general contractors;

—AND—

☐ Complete an Individual Assessment of Core Competencies at a Pearson Vue testing center. Contact Pearson Vue at www.pearsonvue.com to locate a testing site and schedule your assessment.

APPLICANT NAME: _____

PART 3B—COMPETENCY TO PRACTICE: JOURNEYMAN ELECTRICIAN

If your Colorado Journeyman Electrician license has been **inactive three (3) years or less** from the date your reactivation application is received in the Division, you must comply with new continuing competency program requirements before your license will be reactivated:

☐ Complete an Individual Assessment of Core Competencies at a Pearson Vue testing center. Contact Pearson Vue at www.pearsonvue.com to locate a testing site and schedule your assessment.

If your Colorado Journeyman Electrician license has been **inactive more than three (3) years** from the date your reactivation application is received in the Division, you must demonstrate competency to practice before your license will be reactivated:

☐ **Take and pass the full written exam.** You will be reauthorized for the exam on receipt of a completed reactivation application;

—OR—

☐ **Hold an active Journeyman Electrician license in a state where a reciprocal agreement for an equivalent license exists.** A complete list of reciprocal states is available online at www.dora.colorado.gov/professions/electrical;

—OR—

☐ **Hold an active Journeyman Electrician license in another state.** Submit the Verification of Licensure form (attached) to the state in which you are licensed;

—AND—

☐ **Provide proof of active practice in that state** for no less than three (3) of the previous four (4) years immediately preceding the date your reactivation application is received in the Division. Proof of active practice should be submitted through letters of verification. Acceptable verification must be provided by one of the following: 1) employer(s), 2) inspection authority, or 3) general contractors;

—AND—

☐ Complete an Individual Assessment of Core Competencies at a Pearson Vue testing center. Contact Pearson Vue at www.pearsonvue.com to locate a testing site and schedule your assessment.

PART 3C—COMPETENCY TO PRACTICE: MASTER ELECTRICIAN

If your Colorado Master Electrician license has been **inactive three (3) years or less** from the date your reactivation application is received in the Division, you must comply with new continuing competency program requirements before your license will be reactivated:

☐ Complete an Individual Assessment of Core Competencies at a Pearson Vue testing center. Contact Pearson Vue at www.pearsonvue.com to locate a testing site and schedule your assessment.

If your Colorado Master Electrician license has been **inactive more than three (3) years** from the date your reactivation application is received in the Division, you must demonstrate competency to practice before your license will be reactivated:

☐ **Take and pass the full written exam.** You will be reauthorized for the exam on receipt of a completed reactivation application;

—OR—

☐ **Hold an active Master Electrician license in another state.** Submit the Verification of Licensure form (attached) to the state in which you are licensed;

—AND—

☐ **Provide proof of active practice in that state** for no less than three (3) of the previous four (4) years immediately preceding the date your reactivation application is received in the Division. Proof of active practice should be submitted through letters of verification. Acceptable verification must be provided by one of the following: 1) employer(s), 2) inspection authority, or 3) general contractors;

—AND—

☐ Complete an Individual Assessment of Core Competencies at a Pearson Vue testing center. Contact Pearson Vue at www.pearsonvue.com to locate a testing site and schedule your assessment.

PART 4—MILITARY QUESTIONS

1. Are you a Member of the U.S. military? ☐ YES ☐ NO
   - If **YES**, provide information below:

Branch:	Duty Station:

2. Are you the spouse of an active duty military member who has been relocated to Colorado and hold a currently valid and active credential to practice your profession in another state? ☐ YES ☐ NO
   - If **YES**, refer to the *Military Spouse Exemption Form* available on our website at: www.dora.colorado.gov/professions/military.

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.

Applicant Signature	**Date**

VERIFICATION OF ELECTRICIAN LICENSURE

APPLICANT: Use this form only if your Colorado license has been inactive more than three (3) years and you are demonstrating competency to practice through work experience in a state in which Colorado does not have a reciprocal agreement for an equivalent license. Complete the top portion of this form and forward the entire form to each state other than Colorado in which you have practiced as an electrician since your Colorado license has been inactive.

Verifying State Board: Complete Part 2 and mail the completed form directly to Colorado Division of Professions and Occupations, Office of Licensing—Electrical, 1560 Broadway, Suite 1350, Denver, CO 80202; or fax to (303) 894-7693.

Part 1—To be completed by the APPLICANT

Name: Last	First	Middle	Suffix
Social Security Number:		Date of Birth:	
Mailing Address: PO Box, Street: City, State, Zip:			
License Type:	☐ Residential Wireman	Number:	
	☐ Journeyman Electrician	Number:	
	☐ Master Electrician	Number:	
Applicant Signature:		Date:	

PART 2—To be completed by the VERIFYING STATE BOARD

From (Verifying State):		Date:	
License Type:	License Number:	Issue Date:	Expiration Date:
☐ Residential Wireman			
☐ Journeyman Electrician			
☐ Master Electrician			
Was the license State-Issued?	YES ☐	NO ☐	
Method of Licensure:			
☐ Examination	Date of Exam:	Score:	
Version of NEC used for exam:	# of Questions:	# of Hours:	
If the license was issued by exam, please provide a breakdown of the percentages of each category covered in the exam:			
☐ Reciprocity/Endorsement	State:		
☐ Other (Please explain)			
Please provide a listing of the experience requirements for the license:			
Were all experience requirements met?	YES ☐	NO ☐	
Is there any disciplinary action on record? If **YES**, please explain:	YES ☐	NO ☐	
Verified by: Title:		Date:	