

THE STATE



OF WYOMING

Department Of Fire Prevention & Electrical Safety

MATTHEW H. MEAD
GOVERNOR

LANNY APPEGATE
STATE FIRE MARSHAL

April 1, 2012

Dear Wyoming Electrical Contractor:

RE: ANNUAL RENEWAL DUE ON OR BEFORE July 1, 2012.

Wyoming Statute 35-9-125 requires that a Wyoming electrical contractor shall file a license application with the Chief Electrical Inspector on or before July 1 each year and shall pay the annual fee according to Wyoming Statute 35-9-129.

Enclosed is a Contractor application and a Master Acknowledgment of Responsibility form. Please ensure that the officer or owner of the company completes the application, signs it, and has the signature notarized.

Also, ensure that the Master of Record completes the **Master of Acknowledgment of Responsibility form**, signs it, and has the signature notarized.

You must submit a company check, certified check, or a money order made payable to "State of Wyoming" for the annual **fee of \$400.00**. Please include your Contractor's license number on your check or money order and mail to:

**Dept. of Fire Prevention & Electrical Safety
Attn: Contractor Renewal
Herschler Bldg. – 1 West
Cheyenne, WY 82002**

For our files, please include a list of your current apprentices, journeymen, and masters who work within the State of Wyoming on company letterhead. We also need the name of the apprentice program that you are using.

If you have any questions, please phone our office at 307-777-7288.

Sincerely,

Electrical Program Manager

Enclosures



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INFORMATION ON ELECTRICAL CONTRACTOR LICENSING REQUIREMENTS

Complete the "Application for Electrical Contractor's License" and the "Master Acknowledgment of Responsibility Form" in full. Date, sign, notarize, and return both forms to this office with the required fee for review and approval to:

Department of Fire Prevention & Electrical Safety
Electrical Licensing
Herschler Bldg - 1 West
Cheyenne WY 82002 (307) 777-7991

ELECTRICAL CONTRACTOR is defined as any person, firm, co-partnership, corporation, association, or combination thereof who contracts or offers to contract for another the planning, laying out, supervising, and installation of additions, alterations, and repairs, or the installation of wiring, apparatus and equipment for electric light, heat, and power. All work done under the conditions above shall be under the direction and supervision of a master electrician who is actively and solely employed by the contractor.

A person, firm, etc., **shall not** perform any electrical contracting work in the State of Wyoming until such time as an application has been made to, and a Wyoming electrical contractor's license has been received from, the Chief Electrical Inspector.

Any contractor who fails to have all electrical work properly supervised by a master electrician of record may have his/her contractor's license suspended or revoked at the discretion of the Electrical Board.

THE FOLLOWING FEES SHALL BE PAID BY THE ELECTRICAL CONTRACTOR:

Initial fee for electrical contractor's license & renewal \$400.00
(Renewal fee is on a yearly basis on or before July 1, and is \$400.00)

The application must be accompanied by the proper fee in the form of a company check, money order, certified or cashier's check made payable to the State of Wyoming. Personal checks will be accepted providing that the individual/company has not written insufficient fund checks to the State of Wyoming in the past.

Every employee of an electrical contractor performing electrical work in the State of Wyoming will be required to be licensed as a master or journeyman electrician, hold a valid temporary work permit as a journeyman, or be registered as an apprentice electrician.

APPRENTICE ELECTRICIANS

An electrical contractor may employ apprentice electricians to assist a licensed journeyman or master electrician. Apprentice electricians working for an electrical contractor in the State of Wyoming must be registered with the Department of Fire Prevention and Electrical Safety **within 10 days** of hire, or beginning work in Wyoming. The electrical contractor shall register the apprentice electrician by sending a completed apprentice registration application, which will be provided upon request or at renewal times, to this office. The application must also include notarized letters of previous experience or a Wyoming employment verification form if it applies as well as the appropriate fees. Upon approval of apprentice registration the apprentice will receive an apprentice registration card. This apprentice registration card is to be carried by the apprentice electrician at all times and shown at the request of the proper authorities.

Apprentice Electricians shall be enrolled in a bona fide program of training approved by the Bureau of Apprenticeship and Training, The United States Department of Labor, or present evidence directly to the board that he/she is enrolled in an apprentice-training program which provides training equivalent to a program approved by the Bureau of Apprenticeship and training. Required training is 144 hours per year.

Registration of apprentices shall be updated yearly on or before September 1 with documentation of the number of hours of work experience and classroom experience obtained since the previous September 1. A \$20.00 apprentice registration fee will be charged for the initial registration and yearly renewals.

An electrical contractor shall not employ more than **two** apprentices for each licensed journeyman or master electrician on the job site (effective July 1, 1995).

Upon termination of employment of any licensed electrician, the electrical contractor shall notify this office of the termination **within 10 days**.

LICENSE REFUSAL, SUSPENSION, REVOCATION, AND APPEAL

The Electrical Board may, at its discretion and for good cause shown, refuse to issue a license to any person, firm, or corporation or may suspend or revoke an existing license for, but not limited to, the following reasons.

- (a) Continued and/or flagrant violations of the Wyoming Statutes, Rules and Regulations as promulgated by the Electrical Board, or the National Electrical Code.
- (b) Aiding or abetting, counseling, encouraging, hiring, commanding, or otherwise procuring another to violate the provisions of the Wyoming Statutes, Rules and Regulations as promulgated by the electrical board, or the National Electrical Code.

Appeals shall be taken as provided in current Wyoming Statutes and the Current Rules and Regulations.

NATIONAL ELECTRICAL CODE

The State of Wyoming adopts the National Electrical Code without modification. The examination for licensing is based on the current edition of the National Electrical Code.

Application for Wyoming State **Electrical Contractor's License**

Applications will NOT be processed unless completely filled out, signed, notarized and accompanied by the appropriate fees. Please make checks, money order and cashiers checks payable to the State of Wyoming and mail them with the completed applications to:

Department of Fire Prevention & Electrical Safety
Attn. Electrical Licensing
122 West 25th Street . Herschler Building, 1 West . Cheyenne, WY 82002
Phone: (307) 777-7288 . Fax (307) 777-7119
Web site: <http://wyofire.state.wy.us>

Classification applied for: New License _____ Renewal _____ Reinstatement _____ Other () _____

~ALL APPLICANTS MUST READ THE FOLLOWING STATEMENT~

To avoid delay, please follow all instructions.

Each question shall be fully and truthfully answered. Material misrepresentation is cause for refusal or revocation of license; moreover, it is a violation of the Wyoming License Law.

Please fill this application out completely. Incomplete applications will not be reviewed and will be returned to the applicant for completion. If a question does not apply to you, indicate so with N/A.

(A) Name: _____
Actual name under which contracting business will be conducted. A corporation must use a corporate name. Please do not use abbreviations.

(B) Name: _____
Business name you would like to have shown on your Wyoming electrical contractor's license.

(C) Applicant intends to do business as a(n): _____
State whether individual, partnership or corporation

(D) Name of Master of Record: _____ License #: _____

(E) If any apprentices are employed, applicant will use the _____ apprenticeship-training program as set fourth in W.S. 35-9-127.

(F) License # C- _____ If you are an established Wyoming electrical contractor already. If you are new, use N/A.

(G) Mailing Address: _____

City: _____ State: _____ Zip: _____

(H) Physical Address: _____
(if different from mailing address)

City: _____ State: _____ Zip: _____

(I) Contact Person (for general correspondence): _____

(J) Contact Information:

Business Phone #: () - Cell # (Contact Person): () -

Fax #: () - E-Mail: _____

~PERSONNEL OF APPLICANT~

(K) The “personnel” of an applicant are, for example: If you are an individual, the applicant will be listed below. If you are a partnership, the members of the partnership including limited partners will be listed below. If you are a corporation, the president, vice-president and secretary will be listed below. The “personnel” shall also include the Master Electrician of Record when such person is to qualify for applicant. Do not list any other employees other than the person(s) stated above. Do not list directors of a corporation.

PERSONNEL OF APPLICANT FULL NAME (DO NOT USE INITIALS)	TITLE OR POSITION (OWNER, PARTNER, OFFICER)	RESIDENCE ADDRESS (PHYSICAL ADDRESS)

EACH QUESTION MUST BE ANSWERED

(L) 1. Do you currently employ any Wyoming licensed employees other than the Master of Record? YES NO

If “yes”: All Wyoming electrical contractors are required to include a complete list on company letterhead ALL employees licensed to do electrical work in the State of Wyoming for the company listed on page 1, line (A). The list should include employee’s full names and license numbers or classifications. Contractors are also required to maintain this list throughout the year. This application will not be processed without a list of employees.

2. Please list any previous and /or additional company names and license numbers by which your company or anyone listed in the “Personnel of Applicant” has done business in Wyoming other than the company being applied for below:

3. Has any person named in “Personnel of Applicant” (section (K), page 2) had a contractor’s license or any professional or vocational license denied, suspended or revoked by this or any other state? _____
If so, attach a detailed statement. (For the purpose of this question, “denied” does not mean that one has previously failed an examination.)

IMPORTANT: The following certification must be completed by each person named in "Personnel of Applicant"

I am aware of the provisions of the Wyoming Statutes, which require every employer to be insured against liability of workmen's compensation and that all electrical work be supervised by a Wyoming licensed master electrician. I acknowledge receipt of Wyoming Electrical Board Rules and Regulations.

(M) On this _____ day of _____, 20____, I certify under penalty of perjury to the truth and accuracy of all statements, answers and representations made in the application, including all supplementary statements attached hereto and hereby apply for a license under the provisions of W.S. 35-9-125.

INSTRUCTIONS FOR SIGNING

(Owner, Partner, officer of a corporation)

An application by an individual must be signed by that individual.

_____ Title _____

An application by a partnership must be signed by each partner, including limited partners.

_____ Title _____

_____ Title _____

_____ Title _____

An application must be signed by a qualified officer of the Corporation
College, City, County etc.

_____ Title _____

~THIS APPLICATION MUST BE SIGNED AND VERIFIED~

ACKNOWLEDGMENT

State of _____

County of _____

The foregoing instrument was subscribed and sworn before me by: _____

This _____ day of _____, 20_____.

(Seal)

Witness my hand and official seal: _____

Notary Public

OFFICE USE ONLY

Received By: _____ **Date:** _____

FEE PAID: _____ **() CASH () CHECK/MO #:** _____

LICENSE NUMBER: _____ **RECEIPT NUMBER:** _____

MASTER ACKNOWLEDGEMENT OF RESPONSIBILITY FORM

TO BE COMPLETED BY THE MASTER ELECTRICIAN OF RECORD

I, _____, Wyoming Master Electrician

License Number: M-_____, Expiration date _____ DO HEREBY DECLARE that I am an employee of:

Contractor Name: _____

Contractor License Number: C-_____ Contractor Address: _____

Contractor City/State/Zip: _____

DO NOT SIGN THIS FORM WITHOUT READING THE STATEMENT BELOW

I, _____, FURTHER DECLARE that I am actively engaged in a full time capacity for the above named Wyoming electrical contracting company, and that I am not the Master of Record for, nor am I employed by, any other electrical contractor. I hereby assume ALL responsibility for the planning, laying out, and supervision of all electrical work performed by the above named company in the State of Wyoming from this day forth until I shall have notified the Wyoming State Electrical Board or its legally appointed representative in writing of the cancellation of this agreement. I acknowledge that I have received the Wyoming Electrical Board Rules and Regulations and further agrees to assume responsibility to ensure that the National Electrical Code, Wyoming Statutes, and applicable Rules and Regulations of the Department of Fire Prevention and Electrical Safety are adhered to on all electrical work undertaken by the above named company in the State of Wyoming. I UNDERSTAND that any violation of these provisions could result in criminal penalties as stated in Wyoming Statute 35-9-130.

Signature

Date

~This Form Must Be Signed And Verified~

ACKNOWLEDGEMENT

State of _____

County of _____

The foregoing instrument was subscribed and sworn to be by: _____

On this _____ day of _____, 20_____.

Witness my hand and official seal: _____
Notary Public

(SEAL)

My commission expires: _____