

Questions? Call WECA at (877) 444-9322



Electrician Trainee (ET) & Journeyman Certification Guide

This guide is meant to provide current/future electricians with an easy process to follow so that you can take the necessary steps to comply with the State of California's Electrician Certification requirements.

Overview:

Based on current California State regulations, the only persons who may legally perform work as electricians for electrical contractors licensed as class C-10, and make electrical connections over 100 volt-amperes are:

Those who have been certified by the State of California by having taken and passed a State Electrical Certification Exam.

- Or -

An Apprentice registered in a State or Federal-Approved Electrical Apprenticeship program. Apprentices must work under supervision of a certified electrician that supervises only one Apprentice.

- Or -

An individual who has registered with the State as an Electrician Trainee, and is enrolled in a State-Approved Electrician Trainee program. Electrician Trainees must work under the direct supervision of a certified electrician that supervises only one Electrician Trainee.

Electrician Trainee Program Enrollment & Renewal Steps:

1. Enroll in WECA's ET Program:

- Select a course that you will be able to complete within three months and that is most appropriate for your knowledge level and work experience. Review the Electrician Trainee Program Certificate Path, located in the ET Forms + Resources section of the WECA website (www.goweca.com). It is recommended for students who are new to the field to enroll for and follow the classes in the order shown on the certificate path; supplemental online and DVD-based home study course options are also available. Go to the Take a Class link on the WECA website to view all current course offerings.
- Sign up for your course by paying the applicable course tuition fee. Complete and submit the WECA Electrician Trainee Program Enrollment Form and include the class information for the class that you selected. Visit the ET Forms + Resources section on our website at <http://www.goweca.com> to download the enrollment form. Submit the form by fax, mail or in person (Sacramento Office Only) or you may enroll online. You may also call our office toll free at (877) 444-9322 to sign up by phone.
- If you are not actively enrolled as an Electrician Trainee with WECA, you will need to include the \$25.00 enrollment fee in addition to your tuition for the class you choose.
- Within one business day, WECA will send you an ET program enrollment confirmation letter acknowledging that you are enrolled in WECA's State-Approved Electrician Trainee Program. The confirmation letter will be sent by your preferred contact method (mail, email or fax).

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- Keep a copy of your proof of program enrollment letter with you as proof that you are enrolled in a State Approved Electrician Trainee Program. Please note that you must also register with the State Electrician Certification Unit and have a T number to legally work as an Electrician Trainee in California (See step #2)
- Order the books required for your selected course.
- Abide by WECA's three month rule: Electrician Trainees enrolled with WECA must be currently attending class or signed-up for a new class within three months of their last class ending date to stay enrolled in the Electrician Trainee Program. Failure to do so will result in cancellation of your WECA Electrician Trainee Enrollment.

2. Register with the State of California as an Electrician Trainee (ET)

- Complete the State of California *Application for New Registration of Electrician Trainee* form. This form will be included with your ET program enrollment confirmation letter that WECA will send to you within one business day from when you first enrolled. The ET enrollment confirmation letter and the State's Application will be sent to you by your preferred contact method (mail, email or fax).
- Attach a copy of your WECA program enrollment confirmation letter to the State's application and send both the letter and completed application to the State's Electrician Certification Unit with a \$25.00 check/money order (payable to: DIR – Electrician Certification Fund).
- The State will send you a letter confirming that you are a State Registered Electrician Trainee and will include your "T" number and "T" number expiration date. 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. Please note that it may take up to 30 days from when your payment is cashed for the State's Electrician Certification Unit to process your application.
- Once you have received your "T" number and are confirmed as registered with the State AND enrolled with WECA, then you are able to legally work as an Electrician Trainee in California.

3. Renew your State Electrician Trainee Registration annually!

- The State of California requires annual ET Registration Renewal for all Electrician Trainees until you have the required work experience hours (see the next section of this document for hour requirements) **and** have applied for **and** passed the State Electrician Certification Exam. The State's Electrician Certification Unit requires you to provide proof that you have successfully completed 150 hours of classroom instruction within the prior year. The following information is required to accompany the Application for ET Renewal:
 - Current proof of Electrician Trainee program enrollment.
 - Completion certificates or unofficial transcript listing courses taken in the past year. Log into your student account from our website www.goweca.com to download a current proof of enrollment letter and your transcript, and/or completion certificates.
- For frequently asked questions and answers pertaining to Electrician Trainee Renewal, visit: <http://www.goweca.com/ElectricianTrainees/ETRegistrationRenewal.aspx>

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Journeyman Electrician Certification Exam and Renewal steps:

1. Apply to take the California State Certification Exam

You may apply for the State Electrician Certification Exam after you have completed the required hours (shown below). To apply for the exam, complete the State's *Application for Electrician Examination and Certification*, and submit it to the State Electrician Certification Unit along with the required payment and documentation. The *Application for Electrician Examination and Certification* can be found on the State website at:

<http://www.dir.ca.gov/dlse/ECU/ECUCertforms.htm>

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

8,000 for General Electricians

4,800 for Residential Electricians

4,000 for Voice Data Video Technicians

4,000 for Fire/Life Safety Technicians

2,000 Non Residential Lighting Technicians

2. Notify WECA that you have passed the Certification Exam

When you have passed the State's Electrical Certification Exam, please notify WECA so that we can cancel your enrollment as an Electrician Trainee and add you to our database as a Certified Electrician.

3. Renew your Journeyman license every three years

You must renew your Journeyman license before your certification expiration date to ensure your certification does not lapse. Certification expires three years from the effective date. A reminder notice may not be issued, so please refer to your certification card for your expiration date. As a certified electrician you must have 2,000 hours of work in the industry and take 32 hours of continuing education relevant to your category of certification that is being requested in order to renew. For additional information on renewal certification visit:

<http://www.goweca.com/Journeymen/RenewingyourCertification.aspx>

Web Sources:

- WECA website: <http://www.goweca.com>
- 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.goweca.com/FormsResources/StateofCaliforniaResources.aspx>