

Questions? Call WECA at (877) 444-9322



Electrician Trainee (ET) 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.

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.

Step by Step Guide for Complying with the Electrician Trainee Certification Law:

1. Enroll in the WECA ET Program:

- Complete and submit the WECA Electrician Trainee Program Enrollment Form. Visit our website at www.goweca.com to enroll online or download the enrollment form to submit by fax, mail or in person.
- Select, sign up and pay the tuition for a course you will be able to complete within 3 months.
- 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.
- WECA will send you a Confirmation letter acknowledging you are enrolled in WECA's state-approved Electrician Trainee Program.
- Keep a copy of this letter with you as proof you are enrolled in a State Approved Electrician Trainee Program.
- Order the books required for your selected course if applicable.
- Complete your selected course within 3 months of your enrollment date and be sure to sign up for and complete a course every three months thereafter.

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 and complete all the required information. This form will be included in the new ET Welcome packet WECA will mail to you upon your enrollment in our program.
- Attach a copy of the WECA Confirmation letter to the State's form and send both to the State with \$25.00 check/money order (payable to: DIR – Electrician Certification Fund).
- The State will send you a letter confirming you are a State Registered Electrician Trainee and will 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.*
- 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 in California.

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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 (8,000 for General electricians, 4,800 for Residential electricians, or 4,000 for Fire/Life Safety technicians) **and** have applied for **and** passed the State Electrician Certification Exam. State 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 DAS 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 DAS 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/das/ecu/ecp%5Fforms.htm>

4. 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 www.dir.ca.gov. You may also call (415) 703-4919 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

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 the applicant does not take the exam this timeframe, he or she must reapply and pay the full fee to take the exam.

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.

5. Notify WECA that you have Passed Your Exam

When you pass the state 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. We will also notify the State that you are no longer enrolled in our Electrician Trainee program.

Web Sources:

- WECA website: www.goweca.com
- State's main website for the electrical trade: www.dir.ca.gov/das/electricaltrade.htm.
- Definition of an Electrician Trainee: <http://www.dir.ca.gov/DAS/ElectricalTrainee.htm>
- State's frequently asked questions: http://www.dir.ca.gov/DAS/ECU_FAQ.htm
- Downloadable State ET forms: <http://www.dir.ca.gov/das/ecu/ecp%5Fforms.htm>