

Step by Step Guide for Electrician Trainee Compliance

Enroll in a State-approved Electrician Trainee (ET) Program

1. Go to www.dir.ca.gov/DAS/listofapprovedschools.html to find an approved education provider within your geographic area, or call the State Certification Unit at 415-703-4919.
 - ◆ **For CSM:** go to <http://collegeofsanmateo.edu/etc/> **Enroll** at CSM as student. Educational Goal should be "**upgrade job skills**". Check the Schedule of Classes for course availability. (Not all of the courses listed on the website are offered every semester). **Register** for the course that is available and fits your schedule. Attention should be paid to any pre-requisite courses that may need to be taken.
2. **Complete Paperwork** Complete the *ET Training Program Enrollment Form* for the school/education provider and submit it to them with the required enrollment fee. You should then receive a confirmation from your education provider acknowledging that you are enrolled in a State approved Electrician Trainee program.
3. Keep a copy of the confirmation letter with you as proof that you are enrolled in a State-approved Electrician Trainee program.

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

- Get a copy of the State of California *Application for New Registration of Electrician Trainee* form and complete all the required information. You can download a copy of this *Application for New Registration of Electrician Trainee* form from the DAS website at: www.dir.ca.gov/DAS/ElectricalTrainee.htm , or you can contact the State DAS-Electrical Certification Unit by mail at PO Box 420603, San Francisco, California 94142-0603, or by phone at (415) 703-4919, to request that an application form be mailed to you.
- Attach a copy of your ET Program Enrollment Confirmation from your State-approved school to the State's form, and include a \$25.00 check or money order (payable to: DIR – Electrician Certification Fund). Mail this to:

**Division of Apprenticeship Standards
ATTN: Electrician Certification Unit
PO Box 420603
San Francisco CA 94142-0603**

Upon receipt of your State ET Registration form with proof of approved-school enrollment, the State will send you a letter confirming that you are a State-registered Electrician Trainee. The letter will also 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*

State of California Electrician Trainee Certification Program

Any person working under a C-10 contractor in the performance of electrical installation is required under AB1087 to hold a State of California Electrical Certification Card effective January 1, 2006.

Electricians, union or non-union, applying for the State Certification after 1/1/2006, with or without 8,000 hours of on-the-job-training, **must enroll in a designated community college** as an Electrician Trainee and submit an application for Electrician Trainee to the State of California along with the required fee.

College of San Mateo is an official Educational Provider for this program (DAS #121).

The following courses are approved:

ELEC 201 D.C. Electronics

ELEC 202 A.C. Electronics

ELEC 231 Basic Applied Electronic Mathematics

ELEC 232 Advanced Electronics Mathematics

ELEC 262 Digital Devices

ELEC 275 Active Devices

BLDG 720 Electrical Inspection I (best class for test preparation)

BLDG 725 Electrical Inspection II

Visit the Division of Apprenticeship Standards (DAS), for more information on the State Certification process: <http://www.dir.ca.gov/DAS/ElectricalTrade.htm>

To enroll at College of San Mateo, visit <http://collegeofsanmateo.edu/apply>
Fill out an Application of Admission, with an Educational Goal of "Update Job Skills".
On your assigned registration date, register for your desired course.

You do not need to take all of the courses; you just need to be registered in one course each semester until you successfully pass the State Certification test.

The Spring Semester begins in January; registration begins around October/November.
The Fall Semester begins in August; registration begins around April/May.

If you have more questions, you can contact:
Michelle Schneider (CSM) – 650.574.6177
Kathleen Barber (Local 617) – 650.591.5217



State of California
 Department of Industrial Relations
 Division of Apprenticeship Standards
 www.dir.ca.gov/DAS/ElectricalTrade.htm
 Electrician Certification Program

E T
 Electrician
 Trainee

APPLICATION FOR NEW REGISTRATION OF
= ELECTRICIAN TRAINEE =

Name: Last: _____ Sfx: _____ First: _____ Initial: _____

Name must match U. S. Drivers License or State ID:

Drivers License or State ID #: _____ D/L State: _____ Birthdate: ____/____/____

Please PRINT or type all information in INK

MM DD YYYY

Mailing Address: _____

City: _____ County: _____

State: _____ Zip: _____ - _____ E-Mail: _____

Day Phone: _____ / _____ - _____ Evening Phone: _____ / _____ - _____

NOTE: You must attach a copy of the Enrollment or Completion form in an Approved Curriculum or this application will not be processed.

Check one box and enter school number and name below:

I certify that I am Enrolled in or have Completed an Electrician Trainee Approved Curriculum at:
 (Use the School Number listed on our web site at www.dir.ca.gov/das/listofapprovedschools.html.)

School No.: _____ School Name (printed): _____

Current Electrical Employer (if any) Name: _____

Address: _____

City: _____ State: _____ Zip: _____ - _____

C.S.L.B. C10 License No.: | _____ | Phone No.: _____ / _____ - _____

This registration must be renewed annually until you become certified or leave the trade.

I certify under penalty of perjury that all statements and attachments are true and correct.

Signature: _____ Date: _____

Submit form with **original** signature and keep a copy for your records.

Incomplete or inaccurately paid applications will NOT be approved.

Attach exact payment of **\$25.00** by check or money order payable to 'DIR – Electrician Certification Fund'.

Mail this completed form with all required attachments to:

Division of Apprenticeship Standards Attn: Electrician Certification Unit
 PO Box 420603 San Francisco, CA 94142-0603