

Instructions for applying for your California state certification

Enclosed/Attached are the forms required to begin the state certification application process.

First fill out the Social Security work history report form (Sample Enclosed)

Choose option 1

1. Certified/Non-Certified Detailed Earnings Information
Includes periods of employment or self-employment and
The names and addresses of employers.

Mail completed work history report form(s) to:

Social Security Administration
Division of Earnings Record Operations
P.O. Box 33003
Baltimore, Maryland 21290-3003

Mailing Exception: If using private contractor (e.g., FedEx) to mail form(s), use:

Social Security Administration
Division of Earnings Record Operations
6100 Wabash Ave.
Baltimore, Maryland 21215

When you receive the report back from the Social security administration, you will need to be scanned and emailed to the Electrician Certification Unit to ECUINFO@dir.ca.gov - Keep a copy for your records.

Second, fill out the state application for certification. Check Box 1 on the application.

****Important: On the bottom right hand corner of the state application write the date that you submitted the Social security work history report form to the social security administration.***

Attach completion notification letter from WBFAA, payment and mail to DIR address below.

DIR-Division of Labor Standards Enforcement
Attn: Electrician Certification Unit
PO Box 511286
Los Angeles, CA 90051-7841

Electrician Certification Unit phone number: (510) 286-3900

When you receive your eligibility letter from the state, please read carefully regarding scheduling exam and information on what to do when you get your social security history report.

When you receive your signed completion certificates, copies will need to be scanned and emailed to the Electrician Certification Unit to ECUINFO@dir.ca.gov

Processing time is about 2-4 week on ALL applications sent to the state from date of receipt. It takes 3-5 days for mailing purposes.

There is also great information linked on the WBFAA website and the DIR at <http://www.wbfaa.net/certification/>
<http://www.dir.ca.gov/dlse/ecu/ecucertforms.htm>

If you have questions on this process or need further clarification, don't hesitate to call the WBFAA UATC Office at (800)- 809-0280.