

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

Choose option 1

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

It's recommended to go into a local social security administration office location rather than mail the form, for time saving purposes. Going into a location could take a couple hours. Mailing it could take 2 weeks to 4 months for a response.

You can mail completed work history report form and payment 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

Second, fill out the state application for certification

Choose BOX 2 2) On-the-job experience (enter your hours below & SSA Report) and/or Other experience, including military (attach proof & SSA Report). Read section (a) for other required proof [Regulations 291.1(a)(2) & (c) & AB 1346]

Fill out the application and mail to address below with payment and social security work history report.

Mail the state application to:
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

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 WBF AA 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 WBF AA UATC Office at (800)- 809-0280.