

Instructions for applying for your California state certification

Enclosed/Attached are the forms required to begin the state certification application process. If you are unable to go to a physical Social Security Admin offices due to COVID -19(See below) *

This note is from the ECU regarding *Social Security Work History Report. 3/11/21*

In lieu of the SSA report:

1. Verification letter(s) from employer(s).

Please provide verification from your employer(s) for whom you have worked as an Electrician. Letter(s) must be printed on company letterhead, signed by an HR representative, and include all the following information:

- o Official job title
- o Total number of hours worked as an electrician.
- o Detailed description of job duties
- o Dates of employment

AND

2. Copies of W2's.

Please submit copies of W2's from your employer(s) for whom you have worked as an electrician.

Check Box 2 on the application which is shown below:

(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]

Attach Social Security Work History Report OR Company Letter with W2's, 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.

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.

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

*** 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
P.O. Box 33011
Baltimore, Maryland 21290-33011

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

Social Security Administration
P.O. Box 33011
Baltimore, Maryland 21290-33011

When you receive the report back from the Social security administration, you can then fill out the state application.