



**Rules of
Department of Commerce and
Insurance**

**Division 2117—Office of Statewide Electrical Contractors
Chapter 2—Licensure Requirements**

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**Title 20—DEPARTMENT OF
COMMERCE AND INSURANCE
Division 2117—Office of Statewide
Electrical Contractors
Chapter 2—Licensure Requirements**

20 CSR 2117-2.010 Application for License

PURPOSE: This rule sets forth the procedures for applying for a statewide electrical contractor license.

(1) To apply for a statewide electrical contractor license, the applicant must submit the division provided application form, pay any applicable fees, and submit proof of the following:

(A) Liability insurance of at least five hundred thousand dollars (\$500,000) in the form of a Certificate of Insurance issued by an insurance company authorized to engage in the business of insurance in the state of Missouri. A Certificate of Insurance issued by an agent is not acceptable;

(B) Bonds required by any political subdivision have been posted;

(C) A passing score on a division approved examination; and

(D) Having one (1) or more of the following education and/or experience:

1. Twelve thousand (12,000) verifiable practical hours installing equipment and associated wiring;

2. Ten thousand (10,000) verifiable practical hours installing equipment and associated wiring and evidence of receipt of an electrical journeyman certificate from a United States Department of Labor-approved electrical apprenticeship program;

3. Eight thousand (8,000) verifiable practical hours installing equipment and associated wiring and evidence of receipt of an associate's degree from a state-accredited program;

4. Four thousand (4,000) verifiable practical hours supervising the installation of equipment and associated wiring and evidence of receipt of a qualified four (4) year electrical engineering degree; or

5. A copy of an electrical contractor or master electrician occupational or business license issued by any Missouri political subdivision that has been current and active for six (6) of the previous eight (8) years. The local license must be verified by the issuing licensing entity as being current and active and not subject to discipline.

(2) Passage of an approved examination may be shown by submission of any combination of the following:

(A) Examination scores transmitted to the division by the testing entity;

(B) Examination scores from the applicant received from the testing entity;

(C) A copy of a local license if that license required an examination approved by the division. The local license must be verified by the issuing licensing entity as being current and active, not subject to discipline, and include documentation regarding the requirements met in order to obtain the local license including verification of the name of the examination taken and that the applicant achieved a passing score. A political subdivision may be either a Missouri political subdivision or another state's political subdivision; or

(D) A copy of a state license if that license required an examination approved by the division. The state license must be verified by the issuing licensing entity as being current and active, not subject to discipline, and include documentation regarding the requirements met for licensure, including the name of the examination taken and that the applicant received a passing score.

(3) Verifiable practical hours may be shown by submission of any combination of:

(A) Copies of W-2 forms accompanied by affidavit or original notarized letter on company letterhead detailing the hours completed, the dates of such work, and the type of work done;

(B) Affidavits from employers or others with first-hand knowledge detailing the hours completed, the dates of such work, and the type of work done;

(C) A copy of a local license that required experience substantially similar to the requirements for a Missouri statewide license. The local license must be verified by the issuing licensing entity being current and active, not subject to discipline, and include documentation regarding the requirements met in order to obtain the local license including verification of the hours and/or experience. A political subdivision may be either a Missouri political subdivision or another state's political subdivision;

(D) A copy of a state license if that license required experience substantially similar to the requirements for a Missouri statewide license. The state license must be verified by the issuing licensing entity as being current and active, not subject to discipline, and include documentation regarding the requirements met in order to obtain the local license, including verification of the hours and/or experience; or

(E) Any other documents accepted by the division that verify hours completed, dates of

such work, and the type of work done.

(4) Any degree must be verified by an original sealed transcript or by a transcript electronically sent to the division directly from the school, college, or university.

(5) Any college or university degree must be from a college or university accredited by a state or regional accrediting body approved by the division.

(6) Any application that is not completed within twenty-four (24) months from the date it is first submitted to the division will be deemed invalid and a new application and fees will be required if the applicant wishes to continue to seek licensure.

(7) Applicants who are approved for licensure will receive one (1) license. Duplicate licenses may be provided pursuant to rule.

AUTHORITY: section 324.910, RSMo Supp. 2017, and section 324.920, RSMo Supp. 2018. Original rule filed Dec. 14, 2018, effective June 30, 2019.*

**Original authority: 324.910, RSMo 2017 and 324.920, RSMo 2017, amended 2018.*

20 CSR 2117-2.020 Approved Examinations

PURPOSE: To establish the examinations approved for licensure.

(1) The division will approve examinations that are based upon the National Electrical Code, nationally standardized, and administered by an independent professional testing agency not affiliated with a political subdivision or the state of Missouri.

(2) Examinations for electrical contractor, master level electrician, and journeyman level electrician will be acceptable examinations for licensure.

(3) The division will post on its website all examinations that it will accept for licensure.

(4) The applicant will be responsible to pay for all costs of examination to the appropriate entity.

AUTHORITY: section 324.910, RSMo Supp. 2017, and section 324.920, RSMo Supp. 2018. Original rule filed Dec. 14, 2018, effective June 30, 2019.*



*Original authority: 324.910, RSMo 2017 and 324.920, RSMo 2017, amended 2018.

20 CSR 2117-2.030 Renewal of Licenses

PURPOSE: To set forth the process for renewal of licenses.

(1) Each licensee shall renew his or her license by September 30, 2020 and then every third year, thereafter by September 30 of that year.

(2) To renew a statewide electrical contractor license, the licensee shall—

(A) Complete the renewal form required by the division; and

(B) Pay all applicable fees.

(3) The division shall mail a renewal notice to the last known address of each licensee prior to the renewal date. Failure to receive such notice shall not relieve the licensee of the duty to renew timely his or her license.

(4) Renewals shall be postmarked no later than the expiration date of the license to avoid any late fees as defined in 20 CSR 2117-1.070.

(5) A license that is not renewed by the renewal deadline shall be placed in inactive status. The division will consider a license on inactive status due to failure to renew as lapsed.

(6) While on inactive status, a licensee must continue to renew his or her license for each renewal cycle and pay the inactive renewal fee.

(7) A license that is not renewed for two (2) years shall be void.

AUTHORITY: sections 324.910 and 324.935, RSMo Supp. 2017.* Original rule filed Dec. 14, 2018, effective June 30, 2019.

*Original authority: 324.910, RSMo 2017 and 324.935, RSMo 2017.

20 CSR 2117-2.040 Voluntary Inactive License Status

PURPOSE: To set forth the process for a licensee to place his or her license on inactive status.

(1) A licensee may request his or her license be placed on inactive status by—

(A) Submitting to the division the written request; and

(B) Providing written affirmation to the division that he or she will not hold him or herself out as possessing a statewide electrical contractor license during the time his or her license is on inactive status.

(2) The division shall provide written notice to the licensee of the effective date of the inactive status.

(3) While on inactive status, a licensee must continue to renew his or her license for each renewal cycle and pay the inactive renewal fee.

(4) A license that is inactive may still be subject to discipline.

AUTHORITY: sections 324.910 and 324.935, RSMo Supp. 2017.* Original rule filed Dec. 14, 2018, effective June 30, 2019.

*Original authority: 324.910, RSMo 2017 and 324.935, RSMo 2017.

20 CSR 2117-2.050 Reinstatement of License

PURPOSE: To set forth the process for a licensee on inactive status to restore the license to active status.

(1) If a license is placed on inactive status due to failure to renew, the division will consider that license lapsed. If less than two (2) years following the renewal date, a licensee may seek to restore the license by submitting the following:

(A) The completed form requesting reinstatement; and

(B) The reinstatement fee as established by the division.

(2) If a licensee seeks to restore to active a license that has been voluntarily placed on inactive status, the licensee may seek reactivation by submitting the following:

(A) The completed form requesting reactivation; and

(B) The current reactivation fee as established by the division.

AUTHORITY: sections 324.910 and 324.935, RSMo Supp. 2017.* Original rule filed Dec. 14, 2018, effective June 30, 2019.

*Original authority: 324.910, RSMo 2017 and 324.935, RSMo 2017.

20 CSR 2117-2.060 Military Training to Meet Requirements for Licensure

PURPOSE: This rule requires the division to accept evidence of military education, training, or service to be applied toward the requirements for licensure.

(1) Any applicant for licensure may, as part of the evidence of meeting the requisite educational and/or training requirements for licensure, submit evidence of military experience as a member of the military.

(2) The division shall review the evidence submitted and, if appropriate, make additional inquiry of the applicant to determine the scope and duties of the military experience to determine whether the military experience shall be counted towards the qualifications for licensure.

(3) In its review of the military experience, the division shall evaluate the content and nature of the military experience to determine whether that military experience shall count towards the education, training, or service requirements for licensure. The division shall construe liberally the military experience in determining whether it will count towards the education, training, or service requirements for licensure.

(4) "Military experience" shall mean education, training, or service completed by an applicant while a member of the United States armed forces or reserves, the national guard of any state, the military reserves of any state, or the naval militia of any state.

AUTHORITY: section 324.007, RSMo 2016, and section 324.910.1, RSMo Supp. 2017.* Original rule filed Dec. 14, 2018, effective June 30, 2019.

*Original authority: 324.007, RSMo 2013 and 324.910, RSMo 2017.

20 CSR 2117-2.070 Renewal of Licenses for Military Members

PURPOSE: This rule sets forth the procedure for renewal of a license held by a licensee on active military duty and for discipline of a license held by a licensee on active military duty.

(1) Any licensee who holds a current license and is a member of any United States military or state of Missouri military, including any reserve members and any member of the United States Public Health Service, who is



engaged in the active duty in the military service of the United States or the state of Missouri and who is engaged in the performance of active duty in the military service of the United States in a military conflict in which reserve components have been called to active duty for any period of more than thirty (30) days and who have had any license lapse while performing this military service, may renew/reinstate such license without penalty by:

(A) Filing with the division a Notice of Active Military Duty on a form provided by the division or by written communication accepted by the division that shall be signed and dated by the licensee and shall contain the licensee's name, address, the type of license, and license number of the licensee, the date of active duty activation, and shall be accompanied by a copy of the licensee's active duty orders or other evidence sufficient for the division to determine the dates of active military duty by licensee; and

(B) Such Notice of Active Military Duty shall be filed with the division along with the request for license reinstatement no later than sixty (60) days of completion of the active duty military service.

(2) Upon filing the Notice of Active Military Duty, the division shall reinstate licensee's license with no further requirements, retroactive to the last renewal.

(3) If, at the time of activation, licensee's license was subject to discipline, the disciplinary period shall be stayed during the time of licensee's active duty military service and shall be reinstated at the time the license is reinstated. However, if the conditions of the discipline require the licensee to take any action or meet any obligations, licensee shall have at least one hundred eighty (180) days after the end of his or her active military duty to take those actions or fulfill those obligations.

(4) If during the time licensee is on active military duty, the division desires to pursue any disciplinary or administrative action against any license of the licensee, the division shall stay any such action until at least sixty (60) days after the end of the active military duty.

(5) Active military duty shall mean full time duty in the active military service of the United States or the state of Missouri as defined in Section 101(a)(5), Title 10 of the U.S. Code and section 41.030, RSMo.

AUTHORITY: section 41.950, RSMo 2016,

and section 324.910, RSMo Supp. 2017. Original rule filed Dec. 14, 2018, effective June 30, 2019.*

**Original authority: 41.950, RSMo 1991, amended 2007, 2009, 2011 and 324.910, RSMo 2017.*

20 CSR 2117-2.080 Issuance of Temporary Courtesy License to Nonresident Military Spouse

PURPOSE: This rule states the requirements and procedures for a nonresident spouse of an active duty member of the military who is transferred to this state in the course of the member's military duty to obtain a temporary courtesy license to practice as an electrical contractor for one hundred eighty (180) days.

(1) The division shall grant a temporary courtesy license to practice as an electrical contractor without meeting further requirements for licensure to a "nonresident military spouse" as defined in subsection 324.008.1, RSMo who provides the division with the following:

(A) A completed application form;

(B) The non-refundable application fee;

(C) Verification sent directly to the division from the state, district, or territory from where the applicant holds a current and active license verifying that the applicant holds a current and active license;

(D) Proof that the applicant has been engaged in active practice in the state, district, or territory of the United States in which the applicant is currently licensed for at least two (2) years in the five (5) years immediately preceding this application;

(E) Verification sent directly to division from each state, district, or territory of the United States in which the applicant has ever been licensed verifying that—

1. The applicant is, or was at the time of licensure, in good standing;

2. The applicant has not committed an act in any jurisdiction where the applicant has or had a license that would have constituted grounds for the refusal, suspension, or revocation of a license or certificate to practice at the time the act was committed; and

3. The applicant has not been disciplined by a licensing or credentialing entity in another jurisdiction and is not the subject of an unresolved complaint, review procedure, or disciplinary proceeding by a licensing or credentialing entity in another jurisdiction;

(F) If the division is unable to determine if the licensing requirements of the state, district, or territory in which the applicant is currently licensed are equivalent to Missouri's licensing requirements, the applicant

shall submit documentation regarding the licensing requirements equivalency; and

(G) Such additional information as the division may request to determine eligibility for a temporary courtesy license.

(2) Any temporary courtesy license issued pursuant to this rule shall be valid for one hundred eighty (180) days from the date of issuance and may be extended for another one hundred eighty (180) days upon submission of a written request by the holder of the temporary courtesy license.

(3) If a nonresident military spouse seeks full licensure in this state during the time while the temporary courtesy license is valid, he or she may request full licensure by filing a written request with the division. Any fees paid for a temporary courtesy license shall be credited towards the application fees due for full licensure.

AUTHORITY: section 324.008, RSMo 2016, and section 324.910, RSMo Supp. 2017. Original rule filed Dec. 14, 2018, effective June 30, 2019.*

**Original authority: 324.008, RSMo 2011 and 324.910, RSMo 2017.*