



---

---

**Rules of  
Department of Commerce and  
Insurance**

**Division 2117—Office of Statewide Electrical Contractors  
Chapter 3—Registration Requirements and Political  
Subdivisions**

<b>Title</b>	<b>Page</b>
<b>20 CSR 2117-3.010</b> Qualifier Requirement .....	3
<b>20 CSR 2117-3.020</b> Registration of Employment .....	3
<b>20 CSR 2117-3.030</b> Suspension of Work in a Political Subdivision .....	3



**Title 20—DEPARTMENT OF  
COMMERCE AND INSURANCE  
Division 2117—Office of Statewide  
Electrical Contractors  
Chapter 3—Registration Requirements  
and Political Subdivisions**

**20 CSR 2117-3.010 Qualifier Requirement**

*PURPOSE: To set forth the requirements of a licensee to be designated as the qualifier for their company.*

(1) Every corporation, firm, institution, organization, company, or representative thereof engaged in electrical contracting under the statewide electrical contractor statute shall designate at least one (1) person as a qualifier who shall hold a statewide electrical contractor license.

(2) The qualifier must be an employee of the entity and serve at a supervisory level within the entity.

(3) Any licensee serving as a qualifier shall notify the division in writing on the form provided by the division.

(4) No licensee may serve as a qualifier for more than one (1) entity.

(5) Any entity may have more than one (1) qualifier.

(6) The qualifier shall be responsible for the work performed for any permit which he or she has obtained and for any work performed under his or her supervision.

*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 2117-3.020 Registration of Employment**

*PURPOSE: To set forth the process for a licensee to register employment with the division.*

(1) A licensee shall maintain the name, address, and telephone number of each of his or her employer(s) with the division.

(2) If a licensee changes employment from one (1) company to another, the licensee must clear all permits associated with his or her

license.

(3) A licensee must notify the division in writing at least ten (10) business days prior to a transfer of employment. The licensee shall complete the Change of Employment Form provided by the division that shall include:

(A) The name, address, and phone number of his or her current employer;

(B) The name, address, and phone number of his or her new employer;

(C) The dates the current employment ends and the new employment begins; and

(D) A list of all current active permits on the licensee's license including sufficient information about the permit to identify the permit and the name, address, and electronic contact information of the issuing jurisdiction.

(4) Upon receipt of the Change of Employment Form, the division shall provide a written notice to each political subdivision where the licensee has registered to work of the licensee's intent to change employment.

(5) Any political subdivision receiving notice of a change in employment shall, within seventy-two (72) hours of receipt, excluding weekends and holidays, notify the division of any uncleared permits or any other outstanding issues related to the permits. If no notice is received within that time frame, the division will deem the permits cleared for the purposes of this rule.

*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 2117-3.030 Suspension of Work in a Political Subdivision**

*PURPOSE: To set forth the process for a political subdivision to notify the division of suspension of a licensee by the political subdivision.*

(1) If a political subdivision suspends a licensee's work in that political subdivision per section 324.940.3, RSMo, the political subdivision shall provide a written notice to the division that includes:

(A) The licensee's name, address, and phone number;

(B) A brief statement of the reason for the suspension along with copies of any statutes, rules, code, or local ordinances that the licensee is alleged to have violated;

(C) Copies of any documents or other evidence supporting the suspension;

(D) The names, address, and phone numbers of any persons with knowledge of the alleged violations;

(E) The dates of suspension by the political subdivision;

(F) The name of the political subdivision;

(G) The name, address, and phone number of a contact person at the political subdivision; and

(H) Any other information the political subdivision wishes the division to have.

(2) Upon receipt of the notice of suspension from a political subdivision, the division will review that information, conduct any investigations it deems appropriate, and determine whether disciplinary or other legal action is warranted.

(3) Upon final decision, the division will notify the complaining political subdivision of the final action on the notice of suspension.

*AUTHORITY: sections 324.910 and 324.940, RSMo Supp. 2017.\* Original rule filed Dec. 14, 2018, effective June 30, 2019.*

*\*Original authority: 324.910, RSMo 2017 and 324.940, RSMo 2017.*