Profession 303 – Supervising Electrician License - Exam Application

Fee*: ____________ Exam Date*: ________________________________

*For manual entry, the applicable fee and exam date can be found on (www.continentaltesting.net).

This box is reserved for City use.

(Approval - Chief Electrical Inspector)

Name: ____________________________________________ Address: ________________________________________________

City: ____________ State: _____ Zip: _____ Driver’s License #: ________________________________

Email: ____________________________________________ Phone: ____________ Date of Birth: ____________

Present Occupation: ________________________________ Social Security Number: ________________________________

Employer’s Name: ________________________________ Employer’s Name: ________________________________

SE’s Name: ________________________________ SE’s Name: ________________________________

Supervising Electrician’s Lic. #: ________________________________ Supervising Electrician’s Lic. #: ________________________________

Address: ____________________________________________ Address: ________________________________________________


Period of Employment From: _______ To: _______ Period of Employment From: _______ To: _______

Have you ever been licensed as an Electrician? YES _____ NO ______

If YES, where were you licensed? Company: ________________________________ State: __________________

If YES, what was the time period? From: ________________________________ To: ________________________________

Have you ever taken the City of Chicago’s Supervising Electrician License Exam? YES _____ NO ______

If YES, when did you most recently take the exam? Date: ________________________________

Identify the class of electrical work in which the applicant desires to engage: (Select one)

General Electrical ___ Maintenance ___ Sign ___ Theater ___ Health Maintenance ___ Low Volt

Elevator ______

BY THE SUBMISSION OF THIS APPLICATION AND SUPPORTING DOCUMENTS IN ELECTRONIC AND/OR WRITTEN FORMAT, I, UNDER PENALTY OF PERJURY, DO HEREBY AFFIRM AND ATTEST THAT THE ABOVE AND ANY SUPPLEMENTAL INFORMATION SUBMITTED IS TRUE, COMPLETE, AND CORRECT AND ACKNOWLEDGE THAT INCORRECT, INCOMPLETE OR MISLEADING INFORMATION IS GROUNDS FOR DENIAL OR REVOCATION OF A LICENSE, CERTIFICATION OR REGISTRATION OR THE IMPOSITION OF ANY OTHER PENALTIES OR SANCTION UNDER LAW.

CTS -2015
Chicago 303 Supervising Electrician

Written Examination given on announced dates

Retrieve a study guide at Chicago Supervising Electrician Study Guide

1. Applicable fees and exam dates can be located at www.continentaltesting.net Click on: Application Services, then Chicago. The professions are listed.

2. Application fee. If by check or money order payable to the: City of Chicago, Department of Revenue.

3. All applicants must be 21 years of age and must provide an original signed letter (on company Stationery) from their current or former employer’s “Supervising Electrician”.

4. The letter must verify the dates of employment and establish a minimum of two (2) years’ cumulative experience in the installation, maintenance or alteration of building wiring systems relating to the applicant's category of the Supervising Electrician’s license examination.

5. The letter must include a description of the applicant’s duties and responsibilities and be signed by a Supervising Electrician with an active City license.

6. The letter must include the Electrical Contractor's license number.

OR

7. If the applicant’s work experience is limited to a State, County, or local jurisdiction, which does NOT require licensing and/or registration of electrical contractors, or electrical wiring permits, the applicant must provide a letter of verification from that jurisdiction along with a detailed, chronological history of the applicant’s work experience.

8. The letter must be accompanied by a photocopy of the employer's Electrical Contractor license photo ID card.

9. Fees, this form, and supplemental materials must be mailed to:
   City of Chicago
   Trade License
   P.O. Box 388249
   Chicago, Illinois 60638-8249