



CITY OF CHICAGO

DEPARTMENT OF BUILDINGS

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: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

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.

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