



Buildings, Safety Engineering & Environmental Department
 Electrical Inspection Division
 2 Woodward Ave., Fourth Floor, Room 408
 Detroit, MI 48226
 (313) 628-2661

ELECTRICAL/FIRE ALARM APPRENTICE CHECKLIST

THE FOLLOWING IS A CHECKLIST OF REQUIRED DOCUMENTS FOR APPLICATION OF AN INITIAL OR RENEWAL APPRENTICE REGISTRATION.

EFFECTIVE SEPTEMBER 1, 2010, ALL ELECTRICAL APPRENTICES ARE REQUIRED TO BE PARTICIPATING IN AN ELECTRICAL TRAINING PROGRAM APPROVED BY THE ELECTRICAL ADMINISTRATIVE BOARD AS STIPULATED IN *PUBLIC ACT 407 OF 2016*. FAILURE TO DO SO INVALIDATES THE REGISTRATION. ANY HOURS ACCUMULATED ON AN INVALID REGISTRATION WILL NOT BE CREDITED TOWARDS THE JOURNEYMAN ELECTRICIAN EXAMINATION.

EXAMPLES OF ACCEPTABLE FORMS OF PROOF OF RESIDENCY ARE:
<p><u>Valid and Current:</u> City of Detroit Municipal ID State of Michigan Driver's License State of Michigan ID</p>
<p>Utility bills in applicant's name reflecting, at minimum, the previous six months reflecting a City of Detroit address.</p>
<p>Passports and Water bills are not accepted</p>

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CHECKLIST FOR AN INITIAL APPRENTICE REGISTRATION	
✓	One completed Apprentice Application
✓	A passport-sized picture
✓	Proof of Residency
✓	Notarized Employment Letter- Applicant must be currently employed.
	The Board will not accept employment letters that are dated over 90 days from when the application is submitted to the Electrical Division.
✓	Proof of current attendance from an approved Apprentice training program

CHECKLIST FOR RENEWAL APPRENTICE REGISTRATION	
THE FOLLOWING IS REQUIRED FOR EVERY YEAR OF RENEWAL	
✓	One completed Apprentice Application (Passport picture not required)
✓	Proof of Residency (see page 1 for examples)
✓	Notarized Employment Letter- Applicant must be currently employed. The Board will not accept employment letters that are dated over 90 days from when the application is submitted to the Electrical Division.
✓	Proof of continued and current attendance from an approved Apprentice training program

ELECTRICAL DIVISION CONTACT LISTING

Coleman A. Young Municipal Center
 BSEED
 ATTN: Electrical Inspection Division
 2 Woodward Ave., Fourth Floor, Room 408
 Detroit, MI 48226

Supervising Electrical Inspector

Mr. Vincent Cooley

Telephone Number: (313) 224-3130 or (313) 224-3113

Email: CooleyV@detroitmi.gov

**Buildings, Safety Engineering
& Environmental Department**

Operating Hours: Monday-Friday 8:00 a.m. - 4: 30 p.m.

Electrical Division Clerical Staff: (313) 224-3228 or (313) 628-2661

Electrical Inspection Division Webpage:

<http://www.detroitmi.gov/How-Do-I/Apply-for-Permits/Electrical-Inspection-Team-Information>

City of Detroit Licensing Webpage:

<http://www.detroitmi.gov/How-Do-I/Apply-for-Licenses>