



Buildings, Safety Engineering & Environmental Department  
 Electrical Inspection Division  
 2 Woodward Ave., Fourth Floor, Room 408  
 Detroit, MI 48226  
 Contact Phone No: (313) 224-3113 www.detroitmi.gov

## ELECTRICAL OR FIRE ALARM SPECIALTY TECHNICIAN APPRENTICE CHECKLIST

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

ALL ELECTRICAL APPRENTICES ARE REQUIRED TO BE PARTICIPATING IN AN ELECTRICAL TRAINING PROGRAM APPROVED BY THE ELECTRICAL ADMINISTRATIVE BOARD AS STIPULATED IN THE 2019 CITY OF DETROIT MUNICIPAL ELECTRICAL CODE ARTICLE 3 SEC. 84.3. FAILURE TO DO SO INVALIDATES THE REGISTRATION. ANY HOURS ACCUMULATED ON AN INVALID REGISTRATION WILL NOT BE CREDITED TOWARDS THE JOURNEYPERSON ELECTRICIAN EXAMINATION.

EXAMPLES OF ACCEPTABLE FORMS OF PROOF OF RESIDENCY ARE:	
<b><u>Valid and Current (front and back):</u></b> <ul style="list-style-type: none"> <li>• City of Detroit Municipal ID</li> <li>• State of Michigan Driver's License</li> <li>• State of Michigan ID</li> </ul>	
Utility bills in applicant's name for a <b>minimum of six months</b> reflecting a valid City of Detroit address.	
<b>PASSPORTS AND/OR WATER BILLS ARE NOT ACCEPTED.</b>	

CHECKLIST FOR AN <b>INITIAL</b> APPRENTICE REGISTRATION	
✓	One current and completed Apprentice Application
✓	A passport-sized picture
✓	Proof of Residency (see above examples)
✓	Notarized Employment Letter- <b>Applicant must be currently employed.</b> ❖ See the next page for Employment Letter Requirements. <div style="background-color: #FF0000; color: white; padding: 5px;">           The Board <b>will not</b> accept employment letters that are dated <b>over 90 days</b> from when the application is submitted to the Electrical Division.         </div>
✓	Proof of current attendance from an approved Apprentice training program (e.g., official letter from the school/program)

CHECKLIST FOR A <b>RENEWAL</b> APPRENTICE REGISTRATION	
THE FOLLOWING IS REQUIRED FOR <b>EVERY</b> YEAR OF RENEWAL	
✓	One current and completed Apprentice Application <b>(Passport picture not required)</b>
✓	Proof of Residency (See Page 1 for examples)
✓	Notarized Employment Letter- <b>Applicant must be currently employed.</b> ❖ See below for Employment Letter Requirements. <b>The Board <u>will not</u> accept employment letters that are dated <u>over 90 days</u> from when the application is submitted to the Electrical Division.</b>
✓	Proof of <b><u>continued and current</u></b> attendance from an approved Apprentice training program (e.g., official letter from the school/program)

#### All Employment Letters must:

1. Be dated.
2. Be original.
3. Be notarized.
4. Be on company letterhead.
5. Include a brief description of your duties.
6. Signed by the employer or authorized company Human Resources representative.

#### ELECTRICAL INSPECTION DIVISION CONTACT LISTING

Coleman A. Young Municipal Center  
BSEED

ATTN: Electrical Inspection Division  
2 Woodward Ave., Fourth Floor, Room 408  
Detroit, MI 48226

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

#### Supervising Electrical Inspector

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#### Secretary, Board of Electrical Examiners

Ms. Marian Swint  
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