

Proof of Business Existence

Pursuant to Electrician's Rule 73.26(c)

When the applicant has been supervised by a non-licensed master or master sign electrician, the existence of the electrical or electrical sign business at which the on-the-job training was acquired must be established for the relevant period.

If you are demonstrating your experience earned under a master by using either of the alternative documentation forms listed below, you are also required to prove the existence of the business during the time frame you earned the training. The alternative documentation forms are:

1. On-the-Job Training Documentation by Business Owner or Manager; and
2. On-the-Job Training Documentation by Applicant.

Documentation must be submitted to prove the existence of the business at which you earned the required on-the-job training. These documents must show that the business existed during the time period listed on the alternative documentation form. If your experience was earned at multiple employers, the existence of each business, during that specific time frame, must be established.

Examples of documents you can use to prove the existence of the business include:

1. Invoices showing work performed;
2. Tax records for the business;
3. Approval of electrical or electrical sign work by officials from jurisdictions having authority over the work, but where no license was required;
4. Yellow page and newspaper advertisements (must include date); or
5. Other records acceptable to the Department.

There is no set number of documents that must be submitted to prove the existence of the business. You should submit documents sufficient to prove that each business existed during the time you worked there.

Experience earned at a business whose existence cannot be proven will not count towards your required on-the-job training under a master.

**PLEASE PROVIDE COPIES OF ALL DOCUMENTS.
ORIGINAL DOCUMENTS CANNOT BE RETURNED.**