



Change Assignment of Administrator/Master Electrician Certificate

Who is the designated Administrator of Master Electrician?

An administrator or master electrician is an individual who has passed either an administrator or master electrician examination and holds an active administrator or master electrician certificate and who agrees to perform the duties of the administrator/master as detailed in [RCW 19.28.061](#) or [RCW 19.28.430](#).

How do I become an Administrator or Master Electrician?

If you want to become an **Administrator**, contact the contracted testing agency, PSI, at 1-800-733-9267, to schedule an exam. Upon passing, the passing reports and certification fee must be submitted.

If you want to become a **Master Electrician**, you must meet the qualifications outlined in [RCW 19.28.191](#) and submit an application to the department for pre-approval to test.

Instructions for Completing the Form:

1. Designated Administrator/Master Electrician Information:
Enter the name of the administrator or master electrician certificate holder who will be assigning or unassigning to or from the Electrical/Telecommunications Contractor's License.
 - A. **Assigning/Unassigning Fee = \$44.00**
This form may be used to both assign and unassign a single administrator or master electrician to and from an Electrical/Telecommunications Contractor at the same time with one fee (one person per form).
 - B. If the administrator/master electrician who is assigning has not yet been issued a certificate number, the certificate number section can be left blank.
2. Assigning — Complete this portion when assigning from an Electrical/Telecommunications Contractor
Enter the name, license number, and address of the Electrical/Telecommunication Contractor the administrator/master is to be **assigned** to. The assignment date is typically the date the assignment fee is paid. The assignment date is typically the date the assignment fee is paid. The administrator/master must sign the form in front of a Notary Public who must then sign and affix their notary seal.
 - A. If an administrator/master is assigning to a new Electrical/Telecommunication Contractor that has not yet been issued a licensed number, the license number section can be left blank.
 - B. If assigning to an Electrical/Telecommunications Contractor, the Assignment Confirmation portion of the form **must** also be signed. *See number 5 below.*
3. Unassigning — Complete this portion when unassigning from an Electrical/Telecommunications Contractor
Enter the name, license number, and address of the Electrical/Telecommunications Contractor the administrator/master is to be **unassigned** from. The unassignment date is typically the date the unassignment fee is paid. The administrator/master must sign the form in front of a Notary Public who must then sign and affix their notary seal.
 - A. When unassigning, the Assignment Confirmation portion of the form **does not** need to be signed.
4. Notarization
The Notary Public must sign their name **and** affix their Notary Seal where indicated, and must fill in the other portions of the notary section of the form.
5. Assignment Confirmation — Required only when the Administrator/Master Electrician is assigning
An owner, partner, principal, or officer of the Electrical/Telecommunication Contractor, of file with the department may sign as the Company Representative for the Electrical/Telecommunications Contractor. The company representative must date the form and print and sign their name to confirm the assignment of the Administrator/Master Electrician to the Electrical/Telecommunications Contractor's license.



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Section 1: Designator Administrator/Master Electrician Information

| | |
|---|---|
| Administrator/Master Electrician's Name (Last Name, First Name Middle Initial) | Date |
| Mailing Address | Administrator/Master Certificate Number |
| City State Zip Code | Phone Number (Include Area Code) |
| Join the Electrical listserv for email updates & notices by providing your email address here | |

Section 2: Assigned. Revise my status as shown below (Use Section 3 if necessary. Complete Section 5)

| |
|---|
| As of _____ I will be assigned to: _____ Month Day Year Electrical/Telecommunications Contractor Name |
| Contractor License Number City State Zip Code |
| I agree to perform the duties of the Administrator/Master Electrician as stated in Chapter 19.28 RCW and to notify the department within 10 days of a change in my assignment as an Administrator/Master Electrician. |
| Date Administrator/Master Electrician's Signature — Signature must be notarized |

Section 3: Unassigned. Revise my status as shown below (Use 2 if necessary.)

| |
|--|
| As of _____ I will be unassigned from: _____ Month Day Year Electrical/Telecommunications Contractor Name |
| Contractor License Number City State Zip Code |
| I confirm that I am no longer performing the duties of the Administrator/Master Electrician as stated in Chapter 19.28 RCW and am notifying the department within 10 days of a change in my assignment as an Administrator/Master Electrician. |
| Date Administrator/Master Electrician's Signature — Signature must be notarized |

Section 4: Notarization

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|---|
| Subscribed and sworn to before me this date |
| Notary public signature |
| For the state of |
| Residing at |
| Title |
| My commission expires |

| |
|-----------------------------|
| Notary Seal or Stamp |
|-----------------------------|

Section 5: Assignment Confirmation (Confirmation required when Administrator/Master Electrical is assigning.)

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|--|-------------------------------------|-----------|
| I am the owner, partner, principal, or an officer in the contractor above. I confirm the above applicant is to be assigned as the designated Administrator/Master Electrician for this contractor's license to perform the Administrator/Master Electrician's duties per Chapter 19.28 RCW . | | |
| Date | Company Representative Printed Name | Signature |

| | | | |
|--|------------------------|-----------------|----------|
| Department Use Only <input type="checkbox"/> Assignment <input type="checkbox"/> Separation | Slip print here | | |
| | Reason Code | Separation Date | Initials |