



CANNON BUILDING
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STATE OF DELAWARE
BOARD OF ELECTRICAL EXAMINERS

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INSPECTION AGENCY'S REPORT OF CHANGE OF INSPECTORS

INSTRUCTIONS

When to Submit Form

- It is required that Delaware-licensed Inspection Agencies notify the Board of Electrical Examiners within 10 days if when a change in inspectors occurs, e.g. when an inspector leaves the agency or a new inspector is hired.
- Submit this form when you have a change of inspectors outside of the renewal period. For changes within the renewal period (March – July of even years), you may add and delete inspectors in the online renewal application.

How to Submit Form

- The inspection agency must complete, sign and submit this form to the Board office through the DELPROS online portal.
- Log in to your **DELPROS** user account and locate the license tile under **Your Licenses** on the dashboard. Click on the **Options** button and choose **Submit Additional Documentation** from the drop-down. Enter the reason for the change (arriving or departing inspector), then click on the **SAVE AND UPLOAD DOCUMENTS** button. On the last page, upload this form for each new or released full-time inspector that conducts electrical inspections in Delaware and click **SUBMIT**.

INFORMATION ABOUT INSPECTION AGENCY

1. Firm Name: _____
2. Address: _____
3. Phone: _____ Email: _____
4. Delaware License Number: **T6** - _____
5. Contact Person: _____

INFORMATION ABOUT INCOMING INSPECTOR

6. Inspector Name: _____
7. Address: _____
8. Phone(s): _____ Email: _____
Cell Home
9. Date Hired: ____/____/____
10. Do you ensure that the newly hired inspector will take the required exams? Yes No
11. Do you certify that you will send in the inspector's scores for the Electrical One-Two Dwellings, Electrical General, and Electrical Plan Review examinations? Yes No

INFORMATION ABOUT OUTGOING INSPECTOR

12. Inspector Name: _____
13. Address: _____
14. Phone(s): _____ Email: _____
15. Date of Departure: ____/____/____

AFFIDAVIT

I hereby acknowledge that I have read the Delaware Board of Electrical Examiners Licensing Law and Rules and Regulations pertaining to Inspection Agencies and agree to abide to the best of my ability. I further swear or affirm that the information contained in this application is correct and I understand that any intentionally fraudulent information will be reported to the Attorney General.

Supervisor Signature: _____ Date: _____

UPLOAD THIS DOCUMENT TO DELPROS