



HOW TO OBTAIN A QUALIFYING PARTY CERTIFICATE

Every license must have at least one Qualifying Party (QP) for each classification of work covered by the license. This is the person who has the requisite experience and takes and passes the required exam(s).

ONE: Determine the classification of license and/or certification you need to do the work you intend to perform. The license and qualifying party certificate classifications are found in the New Mexico Administrative Code, Title 14 Chapter 6 Part 6. It can be found at public.psiexams.com.

IMPORTANT NOTE: If you are uncertain of the proper classification, please complete a "Classification Determination Request form" and submit it to PSI along with a detailed description of the work to be performed. If the Qualifying Party Certificate is needed to perform work that will be awarded based on a competitive process, please also include a copy of the project scope of work. To ensure clear communication, responses to Classification Determination Form requests are not made by phone. Forms are available online at public.psiexams.com. A written Classification Determination will be mailed or faxed to you.

TWO: Submit complete packet. A QUALIFYING PARTY APPLICATION PACKET MUST INCLUDE:

1. Complete, legible, signed and notarized Qualifying Party application.
2. Complete, legible, signed and notarized work experience verification form for EACH classification you wish to test for. Use one form per employer/affiant verifying your work experience, and use the work experience verification form specific to those classifications. There is a Mechanical/Plumbing Form, an Electrical Form and a general Work Experience Affidavit form for all other classifications.

Note: Individuals who are qualified to complete the Affidavit are as follows: Employers (past or present), Supervisors, Foremen, and other Contractors. DO NOT LEAVE ANY BLANKS.

All qualifying parties must have the required experience for the specific classification(s) of work the license will cover. Work experience requirements are:

TWO YEARS (4,000 hours)

Residential Building (GB-2) and Building Specialties (GS-1 through GS-34)
 Asphalt Bitumen and Concrete Construction (GA-1 through GA-5)
 Fixed Works (GF-1 through GF-9)
 Residential Wiring (ER-1) and Electrical Specialties (ES-1 through ES-7)
 Mechanical Specialties (MS-3 and MS-6)

FOUR YEARS (8,000 HOURS)

General Building (GB-98)
 Asphalt Bitumen and Concrete Construction (GA98)
 Fixed Works (GF-98)
 Electrical- Residential and Commercial (EE-98)
 Electrical Distribution Systems (EL-1)
 Mechanical (MM-98)
 Plumbing (MM-1)
 Natural Gas Fitting (MM-2)
 HVAC (MM-3)
 Process Piping (MM-4)
 Fire Sprinklers (MS-12)
 Dry Chemical Fire Protection (MS-14)

All experience must have been gained while employed by a contractor licensed in the trade being applied for, or considered legal work in the state in which the work was performed. There are some limited exceptions to the work experience requirement. Military, volunteer and home owner experience may be used in some circumstances. Please contact PSI for more information on these exceptions.



HELPFUL TIP: Have your experience verification form completed and notarized in duplicate. Keep an original signed and notarized form in your files. This will be useful if you need to reapply.

3. There is a **non-refundable** application fee of \$30.00. You may submit one application with multiple classifications but there is a separate Certificate fee of \$6.00 for **each** classification. If your application is rejected for any reason, the \$30.00 application fee will be forfeited, and the \$6.00 Certificate fee(s) will be returned to you. If paying by check or money order, please submit 2 separate payments. (One for the \$30.00 Application Fee, and one for the total Certificate fee(s), at the rate of \$6.00 Certificate fee for each classification.)
4. A self-addressed stamped envelope (letter-size) with sufficient return postage. This envelope will be used to send your application packet back to you if your submission is rejected.

THREE: Complete packets must be delivered by hand or mail. Faxed or emailed forms will **NOT** be accepted. **All notarized forms submitted must be original.** Submit completed packets to:

PSI
2301 Yale SE, Ste. C-4
Albuquerque, NM 87106
877-663-9276

INCOMPLETE PACKETS WILL NOT BE PROCESSED. If your packet is incomplete, incorrect or insufficient, it will be returned to you and your application fee will be forfeited.

FOUR: After your application has been accepted, your experience has been verified, and your eligibility is cleared, you will be notified by USPS that you have been approved to test.

FIVE: Once approval to test has been received you must pay for, schedule, take, and pass the required exam(s)*. You may schedule to test by calling PSI at 800-733-9276, or go online at psiexams.com. (Each exam requires a separate fee.)

* In addition to trade specific exams if required, **ALL** new QP applicants must both take and pass the Business and Law test offered by PSI or take an "approved" Business and Law course and receive a course completion certificate. Check public.psiexams.com for an approved providers list. Neither The State of New Mexico nor PSI sponsors these schools.

SIX: After you have passed the required exam(s)/Business and Law course you must submit original passing score reports (and B & L course Certificate if applicable) along with a Contractor License Application or a Status Change Form.

All requirements for certification must be met within six months from the date PSI approves your application and affidavit or your application fees will be forfeit and your application will be purged and you will have to reapply.

You will have 12 months from the date of your exams to attach your certificate to a valid license. **Failure to attach to a valid license within those 12 months will result in the automatic cancellation of your QP certificate.**

NOTE: All QP certificates are valid indefinitely as long as they are attached to an active license. Once detached from a license, a QP Certificate will automatically cancel if not reattached to a license within two consecutive years and will have to reapply and retest.

