

HOW TO OBTAIN A JOURNEYMAN CERTIFICATE

In New Mexico, electrical, mechanical, and plumbing work must be performed by, or under the supervision of, someone who has a journeyman certificate for the classification of work being performed. Therefore, even if you have a contractor’s license in one or more of those classifications, you must also be, or employ, a certified journeyman to perform the work.

ONE: Determine the certificate classification required to do the work you intend to perform. Journeyman 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. Forms are available online at public.psiexams.com.

TWO: Complete packet. A JOURNEYMAN CERTIFICATE APPLICATION packet must include:

1. Complete, legible, **signed, and notarized** Journeyman certificate application.
2. Complete, legible, **signed, and notarized** Work Experience Affidavit(s) for each classification.
 - a. Use one form per employer/affiant verifying your experience or hours.
 - b. Use the work experience verification form specific to the classification(s):
 - i. Mechanical/Plumbing Work Experience Affidavit.
 - ii. Electrical Work Experience Affidavit.
 - c. Individuals who are qualified to complete the Affidavit are as follows: Employers (past or present), Supervisors, Foremen, other Contractors. **DO NOT LEAVE ANY BLANKS.**
 - d. 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.
 - i. There are some limited exceptions to the work experience requirement. Military, out of the country, and homeowner experience may be used in some circumstances. Please contact PSI for more information on these exceptions.
 - e. All journeymen must have the required experience for the specific classification(s) of work the certificate will cover. Work experience requirements are:

SIX MONTHS (1,000 hours)

- BO1** Journeyman boiler operator - low pressure only
- BO2** Journeyman boiler operator – low and high pressure

TWO YEARS (4,000 hours)

- ER-1J** Journeyman residential wiring
- ES-1J** Journeyman electrical signs and outline lighting
- ES-2J** Journeyman cathodic protection and lightening protection systems
- ES-3J** Journeyman sound, intercommunication, electrical alarm systems, and systems 50 volts and under
- ES-7J** Journeyman telephone communication systems and telephone interconnect systems
- ES10J** Water Well Pump Installer

- ES10RJ** Residential Water Well Pump Installer
- JP** Journeyman plumber
- JPF** Journeyman pipe fitter
- JG** Journeyman gas fitter
- JPG** Journeyman plumber and natural gas fitter
- JR** Journeyman refrigeration
- JS** Journeyman sprinkler
- JSM** Journeyman sheet metal

FOUR YEARS (8,000 hours)

- EE-98J** Journeyman residential and commercial electrical
- EL-1J** Journeyman electrical distribution systems, including transmission

NOTE: The JW (Journeyman welder) and JMG (Journeyman medical gas installer) classifications are certified by endorsement to certain existing journeyman certificates only. No separate experience is required although there are additional requirements. See Administrative Code for more information (NMSC section 14.9.5.8 - 14.9.5.10 & 14.6.6.11 C-8).

NOTE: Reciprocity applicants do not need to submit work experience forms; however, must be currently active for at least one year in the state in which they tested. See question #3 C on Journeyman Application.

- f. There is an application fee of \$75.00 per classification. You may submit one application with multiple classifications. These fees will only be processed if you are approved. If your application is rejected for any reason, the fees will be returned to you along with your application(s) and supporting document(s).
- g. 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.

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.

THREE: Complete packets must be delivered by hand or mail to:

PSI 2820 Broadbent Pkwy NE, Suite E&F Albuquerque, NM 87107

If your packet is incomplete, incorrect, or insufficient, it will be returned to you.

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

FIVE: Once you have been approved to test, you must pay for, schedule, take, and pass the required exam(s). You may schedule to test by calling PSI at 877-623-9276, or online at psixams.com. Each exam requires a separate fee.

SIX: Submit passing exam score reports.

1. Be sure to safeguard all original exam score reports. Once you receive passing score reports for **all** required exam(s), you must submit the original score report(s) to PSI to complete the processing and issuing of your journeyman certificate(s). You should retain a copy of your exam score reports for your records.
2. If you do not submit your passing score reports within six months from the date PSI approves your application, your application fee will be forfeited, and you will have to file for an extension by submitting a new Journeyman Certificate Application (new affidavit not required).
3. If you report passing scores within six months, you will receive your certificate(s) by USPS.
4. Scores are valid for one (1) year; however, you must still have an active approval to be issued.

SEVEN: Your New Mexico Journeyman's Certificate will be active for three years effective the last day of the month of issuance. Please see How to Renew your Journeyman Certificate for renewal information.

NEW MEXICO CONSTRUCTION INDUSTRIES DIVISION



APPLICATION for JOURNEYMAN CERTIFICATE

AN INCOMPLETE, INCORRECT, OR OTHERWISE DEFECTIVE APPLICATION WILL NOT BE PROCESSED.
PLEASE PRINT CLEARLY. USE ALL CAPITAL LETTERS.

1. APPLICANT INFORMATION:

TODAY'S DATE (MM/DD/YYYY) _____

FIRST NAME _____

MIDDLE NAME _____

LAST NAME _____

MAILING ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

AGE _____

SOCIAL SECURITY NUMBER _____

DAYTIME PHONE _____

ALTERNATIVE PHONE _____

2. CLASSIFICATIONS: Enter the classification(s) for which you are applying. Consult the New Mexico Administrative Code 14.6.6.10 & 11 for classifications. **DO NOT USE THIS FORM TO APPLY FOR A CONTRACTOR LICENSE.**

Classification Code

(Example: EE98J, JP, JG)

Classification Name

OFFICIAL USE ONLY

Cert #:

Issued: _____

Cert #:

Issued: _____

Cert #:

Issued: _____

3. APPLICANT'S HISTORY:

Name _____ Email _____

- a) Are you applying for an **EXTENSION** for your approval to test? _____ NO _____ YES
- b) Are you applying for a Journeyman classification that parallels a classification you hold as an active Qualifying Party for a valid NM license? *If "yes", provide the following information.* _____ NO _____ YES
NM License # _____ Work Verification Form is not required.
- c) Are you applying under the reciprocity program for Electrical Journeyman (**EE98J ONLY**)? _____ NO _____ YES
If "yes", attach a copy of current certificate that you hold from the state in which you tested.
- Have you been certified in this state for at least one year? _____ NO _____ YES
**Members of the multi-state reciprocal electrical license group are: Alaska, Arkansas, Colorado, Idaho, Montana, Nebraska, Oklahoma, South Dakota, Texas, and Wyoming (Work Verification Form is not required).*
- d) Are you a New Mexico certified Journeyman? *If "yes", provide the following information.* _____ NO _____ YES
Classification Code: _____ Certificate Number _____
- e) Are you current with child support regulations in New Mexico? _____ N/A _____ NO _____ YES
- f) Have you performed work in the last 12 months outside the scope of your classification(s)? _____ NO _____ YES
- g) Are there any unpaid judgments against you from any state? _____ NO _____ YES
- h) Do you have any outstanding fines with CID? _____ NO _____ YES
- i) Do you have any unresolved complaints with CID or in any other state? _____ NO _____ YES
- j) Has your license or certificate ever been revoked in any other state? _____ NO _____ YES

OFFICIAL USE ONLY:

DATE: ____/____/____ AMOUNT \$ _____ MC _____ VISA _____ AMEX _____ DISC _____ CK _____ CK# _____

APPROVAL IS VALID UNTIL: ____/____/____ BY: _____

- k) Have you ever been convicted of a disqualifying felony pursuant to NMAC 14.6.3.8 F? NO YES
- l) Do you have any outstanding fines with CID? NO YES
If you have answered "yes" to f-l, or "no" to e, please submit a detailed explanation with documentation.
- m) Are you a graduate of an electrical trade school? *If "yes", provide the following information.* NO YES
 Name of School: _____
 Address of School: _____
Please attach official transcripts.
- n) Are you a graduate of an apprenticeship program? *If "yes", provide the following information.* NO YES
 Name of Program: _____
 Address of Program: _____
- o) Have you previously taken the New Mexico Electrical Journeyman (EE98J) exam? NO YES
 If "yes", what was the date of the exam? _____
- p) Are you applying for a Journeyman Refrigeration (JR) Certificate? NO YES
If "yes", you must attach proof of your EPA certification for refrigerant recovery.

4. AFFIRMATION AND SIGNATURE

I hereby affirm, under penalty of perjury, that all information provided in this application is true and correct to the best of my knowledge. I understand that any false statement by me in this application may result in administrative action against any license or certification issued on the basis of this application. I further acknowledge that I am required to *immediately* notify PSI, in writing, of any material change in my status of the certificate holder (including without limitation change of address, change of contact information, change of name), and failure to do so can result in administrative action up to and including revocation of the certificate affected by the change.

Applicant Signature _____

Please print your full name _____

Date _____, 20____

5. NOTARY

Subscribed and sworn before me this _____ day of _____ 20____.

 Notary Public SEAL

My commission expires _____, 20____

6. PAYMENT: An application fee of \$75 for EACH classification is required to be submitted with the application.

Submit Application Packet and Payment to (by walk-in or mail):

PSI, 2820 Broadbent Pkwy NE, Suite E & F, Albuquerque, NM 87107
 (877) 663-9267 public.psiexams.com

➡ Payments may be made by personal check, company check, money order, cashier's check, credit card (**NO CASH**)

ALL SUBMISSIONS MUST INCLUDE ORIGINAL DOCUMENTS. YOU MAY NOT SUBMIT AN APPLICATION BY FAX OR EMAIL.

Check one: MC ___ VISA ___ AMEX ___ DISC ___ Full Card No. _____

Expiration Date: _____ Card Verification No: _____ Zip Code: _____

Cardholder Name (Print) _____ Signature: _____

For your security, PSI requires you to enter the card identification number located on the credit card. The card identification number is usually located on the back of the card and consists of the last three digits on the signature strip.