

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 the classifications you wish to test for. Use one form per employer/affiant verifying your work experience, and use the work experience verification form specific to the classification(s). There is a Mechanical/Plumbing Form, an Electrical Form, Water Well Pump Installer 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-10)
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, out of the country 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 an 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. 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).
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
2820 Broadbent Pkwy NE, Suite E&F
Albuquerque, NM 87107
877-663-9267

INCOMPLETE PACKETS WILL NOT BE PROCESSED. 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 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 you will have to apply and pay for an additional six months of approval.

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.**

If your approval to test has expired, you must submit an extension request to extend your approval, even if your test scores are within one year. A qualifying party can only be attached to a contractor’s license if they have an active approval

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.

OFFICIAL USE ONLY

DATE ___/___/___	AMOUNT \$ _____	MC <input type="checkbox"/>	VS <input type="checkbox"/>	AMEX <input type="checkbox"/>	CASH <input type="checkbox"/>	CK <input type="checkbox"/>	CK# _____
APPROVAL IS VALID UNTIL: ___/___/___						BY: _____	

- d. Are you current with child support regulations in New Mexico? N/A YES NO
- e. Are there any unpaid judgments against you from any state? NO YES
- f. Do you have any outstanding fines with CID? NO YES
- g. Do you have any outstanding permit fees with any jurisdiction? NO YES
- h. Have you bid or performed any unlicensed work in the last 12 months? 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
- k. Are you licensed or a qualifying party in any other state? Submit verification. NO YES

If you have answered 'yes' to any of the above questions e-j, submit a detailed explanation with documentation.

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 as a licensee, qualifying party (including without limitation change of address, change of qualifying party, change of license name or legal entity), and that failure to do so can result in administrative action up to and including revocation of the license or 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_____.

SEAL

Notary Public

My commission expires _____, 20_____

- 6. **PAYMENT.** An application fee of \$30.00 and a Certificate fee of \$6.00 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

- Walk-in payments may be made by cash, personal check, company check money order, cashiers check, VISA, MasterCard or American Express.
- Mail payments may be made by personal check, company check money order, cashiers check, VISA or MasterCard (NO CASH).

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



(Check one): MC VISA AMEX

Full Card No: _____ Expiration Date: _____

Card Verification No: _____ *For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.*

Billing Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____