

# PSI GENERAL BUILDING WORK VERIFICATION—INSTRUCTIONS

## NEW MEXICO CONTRACTOR LICENSING SERVICE

DO NOT USE THIS FORM FOR ELECTRICAL, MECHANICAL, OR PLUMBING CLASSIFICATIONS

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THIS WORK EXPERIENCE VERIFICATION MUST BE SUBMITTED WITH AN APPLICATION AND APPROVED BEFORE EXAMS MAY BE SCHEDULED. TYPE OR PRINT CLEARLY. **INCOMPLETE OR ILLEGIBLE FORMS WILL NOT BE PROCESSED.** PLEASE READ THE FOLLOWING INSTRUCTIONS PRIOR TO COMPLETING THE ATTACHED WORK EXPERIENCE VERIFICATION. FOLLOWING INSTRUCTIONS COMPLETELY WILL AVOID DELAYS IN PROCESSING APPLICATION.

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### INSTRUCTIONS FOR THE APPLICANT

You may only fill out the top portion of page1 of the form (personal information). Complete ALL information requested. **The rest of the form must be completed by your verifier.**

For a description of the scope of work allowed under each classification, please refer to the *New Mexico Administrative Code, 14.6.6 Classifications and Scopes*

**ALL EXPERIENCE MUST BE WITHIN THE LAST 10 YEARS TO BE ELIGIBLE.** Experience outside of the most recent 10 years will not be accepted.

You may use one or more forms to meet the experience requirement. Use one form for each verifier/license/timespan.

NOTE: You may include education/technical training to satisfy the experience requirements. Each year of training may be credited as one-half (1/2) year of experience, but in no case shall credited training exceed one-half (1/2) of the total experience requirement. Please include copies of your transcripts. (*ex: 12 relevant credit hours can typically be credited as 500hrs of experience*)

### INSTRUCTIONS FOR VERIFIER

Please carefully read the Affiant statement, which regards work experience contained in the Affidavit. Answer all questions completely and fully. **DO NOT LEAVE ANY BLANKS.**

Employers (past or present), supervisors, foremen, and other contractors (in some circumstances) are able/qualified to complete the affidavit. You cannot self-verify. The verifier/person certifying the experience must submit proof of their position within the company (Contractor license, workplace ID, corporation papers, etc). Out-of-state contractors must also attach a copy of their current state license.

All experience must have been gained while employed by a contractor licensed in the trade being applied for, or otherwise considered legal work in the state in which the work was performed. There are some possible exceptions, such as military and homeowner experience, which are evaluated on a case-by-case basis. Please contact PSI for more info, if needed.

If your experience is with a company/from a state that does not regulate this trade, or otherwise did not require a license for this scope of work, please provide proof the company is an active/valid company. (Tax certificate, business license, Secretary of State, etc). In some circumstances, proof the company is authorized to perform this work may be required.

Describe the Applicant's hands-on work experience in **DETAIL**. Estimating, project manager, ordering supplies, and supervising is not considered hands-on. You must specify if the applicant has residential and/or commercial work experience. **Be as detailed as possible as to the hands-on experience the Applicant has in his/her field.** Statements such as, "Experienced in construction of residential homes," alone, **WILL NOT BE ACCEPTED.** The work experience verification must be signed by the person certifying the experience and notarized. All attachments must be signed by the person certifying the work experience.

Work experience requirements are a minimum of:

#### **FOUR YEARS (8,000 hours)**

GB98 - General building  
GA98 - Asphalt, bitumen, and concrete construction  
GF98 - Fixed works utilities

#### **TWO YEARS (4,000 HOURS)**

GB2 - Residential Building  
GS - All Specialty Classifications

GF1 - Airports  
GF2 - Bridges  
GF3 - Canals, reservoirs, irrigation systems  
GF4 - Drainage or flood control systems  
GF5 - Recreation areas.  
GF6 - Railroad and tunnel construction  
GF7 - Tank and towers  
GF8 - Transmission lines, tanks and substations (non-electrical)  
GF9 - Utility lines (sewage, natural gas and underground telephone cables)

GA1 - Streets, roads and highways, including tunnels, parking lots, alleys, seal coat and surfacing  
GA2 - Maintenance and repair  
GA3 - Curbs, gutters, and culverts  
GA4 - Striping  
GA5 - Highway signs and guard rails

Please allow 10-14 working days for processing.

Construction Industries Division  
**GENERAL WORK VERIFICATION FORM**

**DO NOT USE THIS FORM FOR ELECTRICAL, MECHANICAL, OR PLUMBING CLASSIFICATIONS**

A COMPLETED QUALIFYING PARTY APPLICATION MUST BE SUBMITTED WITH THIS AFFIDAVIT.

USE ONLY INK AND DO NOT MAKE CORRECTIONS USING CORRECTIVE FLUID OR ANY OTHER MEANS.

INCOMPLETE, ILLEGIBLE OR CORRECTED FORMS WILL BE REJECTED, RETURNED AND PROCESSING WILL BE DELAYED.

**DO NOT LEAVE ANY BLANKS!**

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SS#: \_\_\_\_\_ CLASSIFICATION(S) APPLYING FOR \_\_\_\_\_  
(GB98, GA98, GF98 ETC.)

Describe in DETAIL the applicant's **HANDS-ON** work demonstrated to your satisfaction; the necessary knowledge and skill to be fully qualified **perform** the work, without supervision. **Please refer to instructions for further explanation. (Managerial work is NOT APPLICABLE)**

(Please attach a separate sheet if necessary - \*All attachments must be referred to and signed.

(CIRCLE ONE)

1. THIS WORK WAS PERFORMED FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ PART TIME or FULL TIME  
MO YR MO YR Hours per Week \_\_\_\_\_

WHILE APPLICANT WAS EMPLOYED BY \_\_\_\_\_ CO. LICENSE # \_\_\_\_\_  
Attach a copy of the license

\*If the applicant's experience is with a company from a state that does not require a license, you must submit proof/verification that the company is an active/valid company. (Tax certificate, business license listing the company name, corporation papers, etc.)

2. ADDITIONAL WORK EXPERIENCE INFORMATION ATTACHED ☐ YES ☐ NO (ALL PAGES MUST BE SIGNED BY VERIFIER)

3. APPLICANT'S POSITION WHILE PERFORMING WORK: (CHECK ✓ ONE)  
☐ JOURNEYMAN ☐ FOREMAN ☐ SUPERVISOR ☐ CONTRACTOR ☐ OTHER \_\_\_\_\_

4. I HELD THE FOLLOWING POSITION WHILE APPLICANT WAS PERFORMING THE WORK. (CHECK ✓ ONE)  
☐ EMPLOYER ☐ CONTRACTOR ☐ SUPERVISOR ☐ FOREMAN OTHER \_\_\_\_\_

\*Contractors **must attach a copy** of their current state license. If your position with the company does not require a license, you must submit proof/verification of your position with the company. (Corporation papers, W2, etc)

In making this certification for \_\_\_\_\_ (candidate name), I \_\_\_\_\_ (person certifying), have not relied on statements made to me by applicant or third parties, and swear under penalty of perjury that the information provided in this certification is true and correct to the best of my personal knowledge. I understand that my license may be subject to discipline if the information given and attested to by me herein is determined to be intentionally misleading or fraudulent.

\_\_\_\_\_  
Signature of Person Certifying LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_  
Attach a copy of the license

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

**NOTARY:**

Subscribed and sworn before me on \_\_\_\_\_

SEAL

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_, 20\_\_\_\_