

HOW TO RENEW A JOURNEYMAN CERTIFICATE

Your New Mexico journeyman certificate will expire every three years, effective on the last day of the month in which it was issued. For example, if your certificate was issued on November 4, 2024, it will expire on November 30, 2027.

Once you receive a renewal application, please submit to PSI with the following items:

- Renewal application: must be complete, legible, signed and notarized. _____
 - Print clearly and in all capitals
- Fee: May be check, money order, or card information. Base amount is \$75
 - If submitted after your expiration date, an extra \$25 fee applies
- Proof of continuing education requirement compliance, if applicable.
 - If a Mech/Plumbing, EE98J, or EL1J, **must** submit 16hrs. See below.
- Self addressed envelope (letter-size) with sufficient postage. This envelope will be used to send your renewal materials back to you if your submission is rejected, or to send your new wallet card once your renewal documents have been processed.

PSI
9550 San Mateo BLVD NE, STE F
Albuquerque, NM 87113
public.psiexams.com
(877)663-9267

Complete submissions must be delivered by hand or mail. Faxed or emailed forms will **not** be accepted.

INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED. If your packet is incomplete, incorrect, or otherwise insufficient it will be rejected, and returned to you along with a statement of the reason for rejection. Applications that are rejected and returned to you for correction are considered not submitted.

PLEASE NOTE: IF YOU ARE RENEWING AN EE98J, EL1J, OR PLUMBING/MECHANICAL JOURNEYMAN CERTIFICATE, YOU MUST HAVE COMPLETED 16 HOURS OF APPROVED CONTINUING EDUCATION COURSE WORK (MINIMUM OF 8 HOURS OF CODE UPDATE). FOR A LIST OF APPROVED CONTINUING EDUCATION COURSES, PLEASE VISIT: rld.nm.gov/construction-industries/continuing-education/. IF YOU HAVE A CERTIFICATE FROM YOUR SCHOOL, PLEASE SEND IN A COPY ALONG WITH YOUR RENEWAL APPLICATION.

PLEASE NOTE: Renewal forms will be sent only to your address of record. If you have moved and have not completed the change of address form, you may not receive renewal forms.

WHETHER OR NOT YOU RECEIVE NOTICE OF RENEWAL, IT IS YOUR RESPONSIBILITY TO RENEW YOUR CERTIFICATE ON TIME. YOUR CERTIFICATE WILL EXPIRE IF NOT PROPERLY RENEWED.

If you do not renew before your expiration date, a suspension notice in the form of a renewal application will be sent to you again 15 days after your expiration date.

NEW MEXICO JOURNEYMAN CERTIFICATE RENEWAL

AN INCOMPLETE, INCORRECT OR OTHERWISE DEFECTIVE APPLICATION WILL NOT BE PROCESSED.

If you have not renewed by the expiration date, your license will be suspended and there will be a \$25 penalty assessed. If your license has not been renewed within 6 months of the expiration date, your certificate will be cancelled. **Incomplete renewal forms that are rejected and returned to you for correction are considered not submitted.**

DATE: _____

**Section A. PLEASE PROVIDE THE FOLLOWING INFORMATION. PRINT CLEARLY AND USE ALL CAPS
(You must submit a separate renewal application for each classification.)**

CERTIFICATE NUMBER _____ CLASSIFICATION _____ EXP DATE _____

JOURNEYMAN NAME _____ DOB _____

ADDRESS _____
ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____ Email _____

PLEASE NOTE: IF YOU ARE RENEWING AN EE98, EL01J, OR MECHANICAL JOURNEYMAN CERTIFICATE, YOU MUST HAVE COMPLETED 16 HOURS OF APPROVED CONTINUING EDUCATION COURSE WORK (MINIMUM OF 8 HOURS OF CODE UPDATE).

FOR A LIST OF APPROVED CONTINUING EDUCATION COURSES,
PLEASE VISIT: rld.nm.gov/construction-industries/continuing-education//.

IF YOU HAVE A CERTIFICATE FROM YOUR SCHOOL, PLEASE SEND IN A COPY ALONG WITH YOUR RENEWAL APPLICATION.

Section B. ATTESTATION.

Check and sign below to attest to the following:

- ☐ I have not bid or performed any unlicensed work in the last 24 months.
- ☐ I do not have any outstanding judgments or active complaints against me.
- ☐ I do not have any outstanding fees or penalties with CID.
- ☐ I am in compliance with the requirements of the Parental Responsibilities Act.
- ☐ I have never been convicted of a disqualifying felony, pursuant to *NMAC 14.6.3.8 F*

I swear or affirm under penalty of perjury that all statements, attestations and information provided by me above are true and correct, to the best of my knowledge. I understand that any false statement made in this application can result in administrative action against any certificate to which this renewal application applies.

Applicant Printed Name: _____

Signature: _____ Date: _____

Notary

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

SEAL

Notary Public Signature

My commission expires _____

SECTION C: PAYMENT

Submit renewal Packet and Payments by walk-in or mail to:

PSI 9550 SAN MATEO BLVD NE, STE F, ALBUQUERQUE, NM 87113

WE HAVE MOVED (2025)—PLEASE NOTE OUR NEW ADDRESS

(877) 663-9267 public.psiexams.com

Acceptable forms of payment are check, money order, debit card, or credit card

Please make all checks/money orders payable to PSI

(Check one): ☐ MC ☐ VISA ☐ American Express ☐ Discover

Full Card No: _____ Expiration Date: _____

Card Security Code*: _____

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. ***IF AMEX, REQUIRE 4 DIGIT***

Billing ZIP Code: _____

Cardholder Name (Print): _____ Signature: _____