

## 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, 2017, it will expire on November 30, 2020.

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

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

- Renewal application: must be complete, legible, signed and notarized. You must correct any information that is printed on the form that is no longer correct.
- Correct fee.
- Proof of continuing education requirement compliance, if applicable.
- 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 Services LLC  
Po Box 45450  
Rio Rancho, NM 87174  
877-663-9267

\*\*Complete submissions must be delivered by 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 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: [HTTP://WWW.RLD.STATE.NM.US/CONSTRUCTION/](http://www.rld.state.nm.us/construction/). IF YOU HAVE A CERTIFICATE FROM YOUR SCHOOL, PLEASE SEND IN A COPY ALONG WITH YOUR RENEWAL APPLICATION.

\*\*NEW RENEWAL REQUIREMENT FOR EL01J EFFECTIVE JULY 1<sup>ST</sup>, 2012: ALL EL01J JOURNEYMEN WILL BE REQUIRED TO ALSO COMPLETE 16 HOURS OF APPROVED CONTINUING EDUCATION COURSE WORK.

# NEW MEXICO JOURNEYMAN CERTIFICATE RENEWAL APPLICATION

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. (You must submit a renewal application for each classification.)**

CERTIFICATE NUMBER \_\_\_\_\_ CLASSIFICATION \_\_\_\_\_ EXP DATE \_\_\_\_\_

JOURNEYMAN NAME \_\_\_\_\_

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: [HTTP://WWW.RLD.STATE.NM.US/CONSTRUCTION/](http://www.rld.state.nm.us/construction/). 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 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: \_\_\_\_\_

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**\*\*Notary**

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

SEAL

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Notary Public

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

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**Section C. PAYMENT Submit Application Packet and Payments to (by Drop Box or mail):**

**Drop Box: PSI, 2820 Broadbent Pkwy NE, Suite E&F, Albuquerque, NM 87106 (877) 663-9267 [public.psiexams.com](http://public.psiexams.com)  
Mail: PSI, PO Box 45450, Rio Rancho, NM 87174**

- Drop Box payments may be made by personal check, company check, money order, cashier's check, VISA, MasterCard or American Express. (NO CASH)
- Mail payments may be made by personal check, company check, money order, cashier's check, VISA, MasterCard or American Express (NO CASH).

**ALL SUBMISSIONS MUST INCLUDE ORIGINAL DOCUMENTS  
\*YOU MAY NOT SUBMIT ANY APPLICATION BY FAX**

(Check one):  MC  VISA  American Express

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.*

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_