

# New Mexico Contractor Licensing

## Frequently Asked Questions

### 1. How do I apply for a Contractor License?

- A. CID issues licenses to qualified business entities that employ or are owned by one or more Qualifying Parties (QP) who are validly certified by CID to perform the scope of work in which the licensee intends to engage. See # 2 and # 3 below if you need to certify a QP.
- B. The company must secure a license bond and register with the agencies listed in #4.  
**NOTE:** Workers' Compensation coverage is required for all licensed entities.

### 2. How does a person become a Qualifying Party?

- A. QP applicants must have the required number of years experience in the field in which they are applying. The experience must be within the 10 years immediately preceding application.
- B. QP applicants must pass the exam(s) applicable to the classification being sought, as well as a Contractor's Business and Law exam.
- C. Applicants must be pre-approved to schedule exams.

### 3. How does an applicant schedule exams to become a Qualifying Party?

- A. Applicant must submit a completed QP application and work Experience affidavit to PSI with a \$36 fee. The applicant's signature must be notarized.
  - a. Applicants should use as many Affidavits as necessary to cover the period of experience required for the classification being sought.
  - b. Each person attesting to an applicant's work experience must use a separate Work Experience Form/Affidavit.
  - c. Applicant can fill out "Applicant" portion of the Affidavit.
  - d. The person attesting to the applicant's work experience must fill out the "Affiant" portion.
  - e. The signature of the Affiant must be notarized.

**NOTE:** Complete submissions must be submitted to the PSI Albuquerque office by hand or mail. Faxed or emailed forms will not be accepted. Submit applications to:

PSI  
2820 Broadbent Pkwy NE, Suite E&F  
Albuquerque, NM 87107  
Ph#1-877-663-9267

- B. The Affidavit will be reviewed by CID or PSI.
  - a. If the Affidavit and work experience are acceptable, approval notice will be sent to applicant and **applicant may schedule exams with PSI Exam Services**. Business & Law course may be scheduled with approved vendors in lieu of Business & Law exam.
  - b. If the Affidavit or work experience is not acceptable, applicant will be notified in writing.

- C. To schedule exams call PSI or visit [www.public.psiexams.com](http://www.public.psiexams.com).  
From the PSI website, you can also download forms and the Candidate Information Bulletins for all examinations.

PSI: Schedule Exams:	For Special Accommodations and Spanish exams:
Ph# 1-800-733-9267	Ph #1-800-733-9267
Ph# 1-877-663-9267	Fax# 1-702-932-2668

4. Once a Qualifying Party has passed the applicable exams, how does the company apply for a license?

The company must submit a completed license application to PSI with:

1. \$36 application fee and applicable license fees
2. License bond
3. Tax registration certificate from Tax & Rev Dept.
4. Certificate from NMPRC if applicable (corporation and LLC)
5. Certificate from Secretary of State if Limited Liability Partnership or Limited Partnership
6. Copy of qualifying party's certificate or test scores applicable to the classification being sought, and Business & Law exam score or course certificate.

**Note:** The Workers' Compensation Administration requires that all licensees obtain coverage.

5. Where can I obtain the application forms?

A. **PSI Albuquerque**

2820 Broadbent Pkwy NE, Suite E&F  
Albuquerque, NM 87106  
Online at [public.psiexams.com](http://public.psiexams.com)

Hours of operation:

Monday, Wednesday, Friday: 8am to 5pm MST  
Tuesday and Thursday: 8am to 7pm MST  
Saturday: 8am to 12pm MST  
Sunday: Closed

B. **Construction Industries Division Offices:**

CID  
2550 Cerrillos Rd  
3<sup>rd</sup> Floor  
Santa Fe, NM  
87504

CID  
5500 San Antonio Dr NE  
Albuquerque, NM  
87109

CID  
505 S Main St  
Loretto Towne Ctr Ste 150  
Las Cruces, NM  
88004

6. Can I use an active qualifying party from another licensed company to act as my Qualifying Party?

- A. A qualifying party can qualify for more than one company only if a 30% minimum common ownership exists between the companies. If no 30% common exists between the companies.
- B. An active qualifying party may delete himself/ herself from one company to qualify another.
- C. A sole proprietor may cancel his/ her license to qualify for another company.

7. How do I add an additional classification or QP to my license?

- A. If individual is already a QP, submit completed Status Change form: Add QP/ Classification form to PSI.
- B. If individual is not currently a QP follow instructions in # 3 above.

**Note:** Business & Law exam is not required for active QPs.

8. What do I do if I didn't receive my license renewal or received a suspension notice?

- A. If renewal is over 90 days past due, license is cancelled and licensee must re-apply.
- B. If within 90 days of renewal date, we will send a duplicate renewal form. Late penalty fees may apply: \$1/day for first 30 days; the equivalent of one year's fees for over 30 days.

9. How do I apply for a Journeyman Certificate?

- A. Applicant must submit a completed Journeyman application and Work Experience Form to PSI with a \$75 fee for each classification.
  - a. Applicants should use as many Affidavits as necessary to cover the period of experience required for the classification being sought.
  - b. Each person attesting to an applicant's work experience must use a separate Work Experience Form.
  - c. Applicant can fill out "Applicant" portion of the Affidavit.
  - d. The person attesting to the applicant's work experience must fill out the "Affiant" portion.
  - e. The signature of the Affiant must be notarized.

**NOTE:** Complete submissions must be delivered to the PSI Albuquerque office by hand or mail. Faxed or emailed forms will not be accepted. Submit applications to:

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2820 Broadbent Pkwy NE, Suite E&F  
Albuquerque, NM 87106  
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- B. The Affidavit will be reviewed by CID or PSI.
  - a. If the Affidavit and work experience are acceptable, approval notice will be sent to applicant and **applicant may schedule exams with PSI Exam Services.**
  - b. If the Affidavit or work experience is NOT acceptable, applicant will be notified in writing.
- C. To schedule exams call PSI or visit [public.psiexams.com](http://public.psiexams.com). From the PSI website, you can also download forms and the Candidate Information Bulletins for all examinations.

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10. How do I determine what classification I should apply for?

- A. Send/fax a written request for classification determination.

11. How do I apply for an LP Gas License?

- A. No pre-approval is required. Schedule exam with PSI Exam Services.
- B. Send QP and LP Gas Dealers License applications with QP Passing Test Score letter to PSI for processing. Application and instructions are available on the PSI website.

## 12. How do I apply for a Manufactured Housing Division (MHD) License?

- A. No pre-approval is required for testing at this time. There is, however, an experience requirement for Installers, so contact MHD before you schedule exams. Schedule exam with PSI Exam Services.
  
- B. For licensing information and to download forms and visit the MHD home page at [www.rld.state.nm.us/MHD](http://www.rld.state.nm.us/MHD), or contact:
  - MHD
  - 2550 Cerrillos Road
  - Santa Fe, NM 87505
  - Tel: 505-476-4616
  - Fax: 505-476-4702
  
- C. Submit application with Passing Test Score by hand or mail to CID-Manufactured Housing Division to the above address for processing.