

QUALIFYING PARTY CERTIFICATE APPLICATION INSTRUCTIONS

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 who takes & 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. Forms are available online at public.psiexams.com.

TWO: Complete packet. A QUALIFYING PARTY APPLICATION packet must include:

1. Complete, legible, **signed, and notarized** QP application.
2. Complete, legible, **signed, and notarized** Work Experience Affidavit(s)
 - a. Use one form per employer/affiant verifying your experience or hours.
 - b. Use the work experience verification form specific to the classification(s):
 - i. Mechanical/Plumbing Work Experience Affidavit.
 - ii. Electrical Work Experience Affidavit.
 - iii. ES10 Work Experience Affidavit.
 - iv. General Building Work Experience Affidavit form for all other classifications.
 - c. Individuals who are qualified to complete the Affidavit are as follows: Employers (past or present), Supervisors, Foremen, other Contractors. DO NOT LEAVE ANY BLANKS.
 - d. 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.
 - i. There are some limited exceptions to the work experience requirement. Military, out of the country and homeowner experience may be used in some circumstances. Please contact PSI for more information on these exceptions.
 - e. 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)

GB-2	Residential Building
GS-1 through GS-34	Building Specialties
GA-1 through GA-5	Asphalt, Bitumen, & Concrete
GF-1 through GF-9	Fixed Works
ER-1	Residential Wiring
ES-1 through ES-10	Electrical Specialties
MS-3 and MS-6	Mechanical Specialties

FOUR YEARS (8,000 HOURS)

GB-98	General Building
GA-98	Asphalt, Bitumen, & Concrete
GF-98	Fixed Works
EE-98	Electrical- Residential & Commercial
EL-1	Electrical Distribution Systems
MM-98	Mechanical
MM-1 through MM-4	Plumbing / Mechanical Work
MS-12 and MS-14	Mechanical Specialties

- f. 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).
- g. 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.

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.

THREE: Complete packets must be delivered by hand or mail to:

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

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 email that you have been approved to test.

FIVE: Once you have been approved to test, you must pay for, schedule, take, and pass the required exam(s)*. You may schedule to test by calling PSI at 877-663-9267, or online at psixams.com. Each exam requires a separate fee.

* In addition to trade specific exams, if required, **all** new QP applicants must take and pass the Business & Law test offered by PSI **or** take an **approved** Business & Law course and receive a completion certificate. Check public.psixams.com for an approved list. Neither the State of New Mexico nor PSI sponsors these schools.

SIX: After you have passed the required exam(s)/Business & Law course, you must submit passing score reports/completion certificates 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. If your approval to test has expired, you must submit an extension request to extend your approval, including fees, *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.**
 - See Question 3(a) for extension
- Exam scores are valid for **one year**.

NOTE: All QP certificates are valid indefinitely if 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.

NASCLA WAIVER INFORMATION

1. Applicable for Qualifying Party's applying for GB98 & EE98 **ONLY**.
2. QP applicant must have taken the exam, used scores to obtain a license in another state, and held that license for a minimum of one year.
3. QP applicant must release transcript on the NASCLA website.
4. If approved by CID, the NASCLA WAIVER removes the trade exam requirement **ONLY**.
5. ALL requirements for approval & experience still apply.
6. Process:
 - a. QP will apply with a QP Application, Work Experience Affidavit, and a letter of good standing from state licensed in.
 - b. After application has been accepted & experience has been verified, PSI will send information to CID for transcript verification.
 - c. CID will verify NASCLA transcript and send approval or denial information back to PSI.
 - i. If denied, the applicant will be contacted for approval to move forward with full exam registration.
 - ii. If approved, the applicant will be registered for remaining exams.

QUALIFYING PARTY CERTIFICATE APPLICATION

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

PLEASE PRINT CLEARLY. USE ALL CAPITAL LETTERS.

1. APPLICANT INFORMATION:

TODAY'S DATE (MM/DD/YYYY)

FIRST NAME

MIDDLE NAME

LAST NAME

MAILING ADDRESS

CITY

STATE

ZIP CODE

DATE OF BIRTH (MM/DD/YY)

SOCIAL SECURITY NUMBER

DAYTIME PHONE

ALTERNATIVE PHONE

2. CLASSIFICATIONS: Enter the classification(s) for which you are applying. Consult the New Mexico Administrative Code 14.6.6.9 for classifications. **DO NOT USE THIS FORM TO APPLY FOR JOURNEYMAN CERTIFICATION.**

Classification Code (Example: GB98, GS04, GF09)

OFFICIAL USE ONLY

Cert #: _____ Issued: _____

Cert #: _____ Issued: _____

Cert #: _____ Issued: _____

3. APPLICANT HISTORY:

Name _____ Email _____

a) Are you applying for an **EXTENSION** for our approval to test? _____ NO _____ YES

b) Have you previously been a Qualifying Party for a licensed **New Mexico** contractor? _____ NO _____ YES

If "yes" provide the following information. Please attach separate sheets, if necessary.

Company Name: _____

NM License # _____ Dates: ____/____/____ to ____/____/____
MO YR MO YR

c) Are you applying for a **NASCLA WAIVER**? _____ NO _____ YES

If "Yes", attach a Letter of Good Standing from the state you are licensed in. You must also release your NASCLA testing transcripts to New Mexico.

d) Are you applying for an MHD crossover classification GS29 Installation of Modular Buildings? _____ NO _____ YES

If "YES" please attach proof of your current and active MHD Installer 1, 2, or 3.

MHD License #: _____ MHD License Type: _____

PLEASE NOTE: If you are applying for an MHD Crossover License, your MHD License must remain active and in good standing during the entire period or crossover licensure.

OFFICIAL USE ONLY:

DATE: ____/____/____ AMOUNT \$ _____ MC _____ VISA _____ AMEX _____ DISC _____ CK _____ CK# _____

APPROVAL IS VALID UNTIL: ____/____/____ BY: _____

- e) If you are a New Mexico certified Journeyman, provide the following information: _____ **NO** _____ **YES**
 Classification Code: _____ Certificate Number _____
- f) Are you current with child support regulations in New Mexico? _____ **Not Applicable** _____ **NO** _____ **YES**
- g) Have you performed work in the last 12 months outside the scope of your classification(s)? _____ **NO** _____ **YES**
- h) Are there any unpaid judgments against you from any state? _____ **NO** _____ **YES**
- i) Do you have any outstanding fines with CID? _____ **NO** _____ **YES**
- j) Do you have any outstanding permit fees with any jurisdiction? _____ **NO** _____ **YES**
- k) Have you bid or performed any unlicensed work in the last 12 months? _____ **NO** _____ **YES**
- l) Do you have any unresolved complaints with CID or in any other state? _____ **NO** _____ **YES**
- m) Has your license or certificate ever been revoked in any other state? _____ **NO** _____ **YES**
- n) Have you ever been convicted of a disqualifying felony pursuant to *NMAC 14.6.3.8 F*? _____ **NO** _____ **YES**
- o) Are you licensed or a qualifying party in any other state? Please provide documentation _____ **NO** _____ **YES**

If you answered "no" to question f, or "yes" to any question g-n, 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 of the licensee, qualifying party (including without limitation change of address, change of qualifying party, change of licensee name or legal entity, change of authorized contact), and 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

County of _____

State of _____

Subscribed and sworn before me this _____ day of _____, 20____.

 Notary Public

SEAL

My commission expires _____, 20____

6. PAYMENT: An application fee of \$30 PLUS 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, **9550 SAN MATEO BLVD NE, STE F** **Albuquerque, NM 87113**
 (877) 663-9267 public.psiexams.com

➡ Payments may be made by personal check, company check, money order, cashier's check, credit card (**NO CASH**)
ALL SUBMISSIONS MUST INCLUDE ORIGINAL DOCUMENTS. YOU MAY NOT SUBMIT AN APPLICATION BY FAX OR EMAIL.

Check one: MC _____ VISA _____ AMEX _____ DISC _____ Full Card No. _____

Expiration Date: _____ Card Verification No: _____ Zip Code: _____

Cardholder Name (Print) _____ Signature: _____

For your security, PSI requires you to enter the card identification number located on the credit card. The card identification number is usually located on the back of the card and consists of the last three digits on the signature strip.