

HOW TO OBTAIN A NEW MEXICO JOURNEYMAN CERTIFICATE



In New Mexico, electrical, mechanical and plumbing work must be performed by, or under the supervision of, someone who has a journeyman certificate for the classification of work being performed. Therefore, even if you have a contractor's license in one or more of those classifications, you must also be, or employ, a certified journeyman to perform the work.

ONE: Determine the certificate classification required to do the work you plan to perform. Journeymen classifications can be found in New Mexico Administrative Code, Title 14, Chapter 6, Part 6 at www.nmcpr.state.nm.us.

IMPORTANT NOTE: If uncertain of the proper classification, submit a Classification Determination form to PSI along with a detailed description of the work to be performed. If a journeyman certificate is required in connection with work that will be awarded based on a competitive bidding process, be sure to include a copy of the project scope of work. To ensure clear communication, responses to Classification Determination Form requests are not made by phone. Forms are available online at public.psiexams.com. A written Classification Determination will be mailed or faxed to you.

TWO: Submit complete application packet. The application package must include:

1. Complete, legible, signed and **notarized** Journeyman Certificate Application.
2. Complete, legible, signed and **notarized** work experience verification form for **EACH** classification you wish to test for. Use one form per employer/affiant verifying your work experience, and use the work experience verification form specific to those classifications. There is a work experience form for Mechanical/Plumbing trades, and there is a work experience form for Electrical trades.

Note: Individuals who are qualified to complete the Affidavit are as follows: Employers (past or present), Supervisors, Foremen, and other Contractors. **DO NOT LEAVE ANY BLANKS.**

The experience requirements are:

Four Years (8,000 hours):

Electrical

EE-98J Journeyman residential and commercial electrical

EL-1J Journeyman electrical distribution systems, including transmission lines.

Two Years (4,000):

Electrical

ER-1J Journeyman residential wiring.

ES-1J Journeyman electrical signs and outline lighting.

ES-2J Journeyman cathodic protection and lightening protection systems.

ES-3J Journeyman sound, intercommunication, electrical alarm systems, and systems 50 volts and under.

ES-7J Journeyman telephone communication systems and telephone interconnect systems.

Plumbing/Mechanical

JP Journeyman plumber

JPF Journeyman pipe fitter

JG Journeyman gas fitter

JPG Journeyman plumber and natural gas fitter

JR Journeyman refrigeration

JS Journeyman sprinkler

JSM Journeyman sheet metal



Six Months (1,000 hours):

- BO1 Journeyman boiler operator - low pressure only
- BO2 Journeyman boiler operator - low and high pressure

NOTE: The JW - Journeyman welder and JMG-Journeyman medical gas installer classifications are certified by endorsement to certain existing journeyman certificates only - no separate experience is required although there are additional requirements. See Administrative Code for more information (section 14.9.5.8 - 14.9.5.10 & 14.6.6.11 C-8).

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. There are some limited exceptions to the work experience requirement. Military, volunteer and home owner experience may be used in some circumstances. Please contact PSI for more information on these exceptions.

NOTE: Reciprocity applicants do not need to submit work experience forms; however must be currently active for at least one year in the state in which they tested. See question #3 C on Journeyman Application.

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.

- Correct Journeyman Certificate Application fee: \$75.00 (per classification)
- 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.

THREE: Complete packets must be delivered by hand or mail. Faxed or emailed forms will **NOT** be accepted. **All notarized forms submitted must be original.** Submit completed packets to:

PSI
2301 Yale SE, Ste. C-4
Albuquerque, NM 87106
877-663-9276

INCOMPLETE PACKETS WILL NOT BE PROCESSED. If your packet is incomplete, incorrect or insufficient, it will be returned to you.

FOUR: After your application has been accepted and your experience has been verified and approved, you will be notified by USPS that you have been approved to test. Applicants who have been approved to test will also be posted on the PSI web site daily at www.psiexams.com

FIVE: Once you have been approved to test, you must schedule for, take, and pass the required exam(s). You may schedule to test by calling PSI at 1-800-733-9267, or online at www.psiexams.com. (Each exam requires a separate fee.)

SIX: Submit passing exam score reports.

1. Be sure to safeguard all of your original exam score reports. Once you receive passing score reports for all required exam(s), you must submit the original score report(s) to PSI in order to complete the processing and issuing of your journeyman certificate(s). You should retain a copy of your exam score reports for your records.
2. If you do not submit your passing score reports within six months from the date PSI approves your application, your application fee will be forfeited and your application will be purged and you will have to file for an extension by submitting a new Journeyman Certificate Application (new affidavit not required).
3. If you report passing scores within six months, you will receive your certificate(s) by USPS. Scores are valid for one (1) year; any score letter over a year old will not be accepted.

SEVEN: Your New Mexico Journeyman's Certificate will be active for three years effective the last day of the month of issuance. Please see **How to Renew your Journeyman Certificate** for renewal information.



NEW MEXICO

APPLICATION for JOURNEYMAN CERTIFICATE

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

PRINT CLEARLY. USE ALL CAPITALS.

1. APPLICANT INFORMATION

Today's Date (MM/DD/YYYY)

Grid for date entry: MM/DD/YYYY

First Name

Grid for First Name

Middle Name

Grid for Middle Name

Last Name

Grid for Last Name

Address

Grid for Address

City

Grid for City

State

Grid for State

Zip Code

Grid for Zip Code

Social Security Number

Grid for Social Security Number

Age

Grid for Age

Daytime Phone

Grid for Daytime Phone

Alternative Phone

Grid for Alternative Phone

2. CLASSIFICATIONS. Enter the classification(s) for which you are applying. Consult the New Mexico Administrative Code 14.6.6.10 & 14.6.6.11 for Classifications. For example: EE98J, JP, JG.

**DO NOT USE THIS FORM TO APPLY FOR CONTRACTOR CERTIFICATION.

Classification

Classification Name

Grid for Classification

Blank lines for Classification Name

(OFFICAL USE ONLY) Cert # _____

3. HISTORY

- a. Are you applying for an approval EXTENSION for an application that was previously submitted?
b. Are you applying for a journeyman classification that parallels a classification you hold as an active qualifying party for a valid license?
c. EE98J only - If you are applying under the reciprocity program*, attach a copy of current certificate that you hold from the state in which you tested.
d. Do you have any unresolved complaints pending with CID?
e. Are there any unpaid judgements against you?
f. Do you have any outstanding fines with CID?
g. Have you bid or performed any unlicensed work in the last 12 months?
h. Are you in compliance with the Parental Responsibilities Act?

OFFICIAL USE ONLY

DATE ___/___/___ AMOUNT \$ _____ MC [] VS [] AMEX [] CASH [] CK [] CK# _____
APPROVAL IS VALID UNTIL: ___/___/___ BY: _____

- i. Are you a graduate of an electrical trade school? If "yes": NO YES
 Name of School: _____
 Address of School: _____
Please attach official transcripts.
- j. Are you a graduate of an apprenticeship program? If "yes": NO YES
 Name of Program: _____
 Address of Program: _____
- k. Have you previously taken the New Mexico Electrical Journeyman (EE98-J) NO YES
 If "yes": Date of exam: _____
- l. Are you applying for a journeyman refrigeration certificate? NO YES
 If "yes," you must attach proof of your EPA certification for refrigerant recovery.

4. AFFIRMATION AND SIGNATURE

I understand that unless I am a validly licensed contractor in the field for which this certificate applies, I am limited to working as an employee of an annual permit holder or New Mexico contractor, licensed in the trade for which I am certified, and that I am prohibited from engaging in the work covered under this certification through any type of contract. I further understand that any false statement by me in this application may result in administrative action against any certification issued on the basis of this application. I further acknowledge that I am required to immediately notify PSI, in writing, of any change of address.

Applicant Signature _____

Please print your full name _____

Date _____, 20_____

5. NOTARY

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

SEAL

 Notary Public

My commission expires _____, 20_____

6. **PAYMENT**. Submit Application Packet and \$75.00 Payment for EACH classification, payable to PSI (by walk-in or mail):

Submit Application Packet and Payment to (by walk-in or mail):
 PSI, 2301 Yale Blvd. S.E., Ste C-4, Albuquerque, NM 87106
 (877) 663-9267 public.psiexams.com

- ✎ Walk-in payments may be made by cash, personal check, company check money order, cashiers check, VISA or MasterCard.
- ✎ Mail payments may be made by personal check, company check money order, cashiers check, VISA or MasterCard (NO CASH).

ALL SUBMISSIONS MUST INCLUDE ORIGINAL DOCUMENTS. YOU MAY NOT SUBMIT AN APPLICATION BY FAX.

(Check one): MC VISA

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: _____