

**PSI ELEVATOR WORK EXPERIENCE AFFIDAVIT—INSTRUCTIONS**  
**NEW MEXICO CONTRACTOR LICENSING SERVICE**  
FOR EV98 QUALIFYING PARTY AND JOURNEYMAN ELEVATOR MECHANIC (JEM) APPLICATIONS ONLY

---

THIS WORK EXPERIENCE AFFIDAVIT MUST BE SUBMITTED WITH AN APPLICATION AND APPROVED BEFORE EXAMS MAY BE SCHEDULED.  
TYPE OR PRINT CLEARLY. **INCOMPLETE OR ILLEGIBLE FORMS WILL NOT BE PROCESSED.**  
PLEASE READ THE FOLLOWING INSTRUCTIONS PRIOR TO COMPLETING THE ATTACHED WORK EXPERIENCE AFFIDAVIT. FOLLOWING INSTRUCTIONS  
COMPLETELY WILL AVOID DELAYS IN PROCESSING APPLICATION.

---

**INSTRUCTIONS FOR THE APPLICANT**

- You may only fill out the top portion of the form: personal information, application type, and classification requested. Complete ALL information requested. The rest of the form must be completed by your verifier.
- Use one form per employer or affiant verifying your experience or hours. You may use more than one form to meet the experience requirement.
- For elevator licensing requirements, certification requirements, and scope of work, refer to the New Mexico Elevator Safety Code (NMAC 14.15).
- Experience must consist of hands-on elevator and/or conveyance work. Managerial, administrative, estimating, and project management duties alone do not qualify.

**INSTRUCTIONS FOR VERIFIER**

- Please carefully read the Affiant statement regarding the work experience contained in this affidavit. Answer all questions completely and fully. DO NOT LEAVE ANY BLANKS.
- Employers (past or present), supervisors, foremen, and other contractors who have personal knowledge of the applicant's hands-on work experience may complete this affidavit. The applicant may not self-verify.
- The verifier/person certifying the experience must submit proof of their position within the company (contractor license, workplace ID, corporation papers, etc.). Out-of-state contractors must also attach a copy of their current state license.
- All experience must have been gained while employed by a contractor licensed for the work being performed, or otherwise considered legal work in the state where the work was performed. There are limited exceptions, including military and out-of-country experience, which are evaluated on a case-by-case basis.
- If the applicant's experience is with a company or in a state that does not require licensure for this scope of work, provide proof that the company is active and authorized to perform the work (tax certificate, business license, Secretary of State registration, etc.).
- Describe the applicant's hands-on elevator and/or conveyance work in detail. Be as specific as possible regarding the applicant's duties, responsibilities, and level of competency. Managerial, administrative, estimating, and project management duties alone do not qualify.
- Statements such as "experienced in elevator work" or similar general descriptions, without additional detail, are not sufficient and will result in delays or rejection of the experience affidavit.
- The Work Experience Affidavit must be signed by the person certifying the experience and notarized. All attachments must be referenced in the affidavit and signed by the verifier.

**WORK EXPERIENCE REQUIREMENTS**

**FOUR YEARS (8,000 HOURS)**

EV98 – Elevator Qualifying Party  
JEM – Journeyman Elevator Mechanic

**WORK EXPERIENCE AFFIDAVIT AND EXAM EXEMPTIONS**

- EV98 Applicants with **NAEC Certified Elevator Technician Training (CETT)** or **International Union of Elevator Constructors (IUEC) with mechanic's card**: Completion of one of these programs qualifies you to take the EV98 exam. You must provide a copy of your Certificate or Card. A Work Experience Affidavit is not required. The EV98 examination is still required.
- JEM applicants with **NAEC Certified Elevator Technician Training (CETT)** or **International Union of Elevator Constructors (IUEC) with mechanic's card**: Completion of one of these programs qualifies you for the JEM. You must provide a copy of your Certificate or Card. You will be exempt from the exam, and a Work Experience Affidavit is not required.
- Active New Mexico EV98 Qualifying Parties applying for a **parallel** JEM certificate will be exempt from the exam and a Work Experience Affidavit is not required.

Please allow 10–14 working days for processing.

Construction Industries Division  
**ELEVATOR WORK EXPERIENCE AFFIDAVIT**

FOR EV98 QUALIFYING PARTY AND JEM JOURNEYMAN ELEVATOR MECHANIC APPLICATIONS ONLY  
A COMPLETED EV98 QUALIFYING PARTY APPLICATION OR JOURNEYMAN ELEVATOR MECHANIC (JEM) CERTIFICATE APPLICATION  
MUST BE SUBMITTED WITH THIS AFFIDAVIT.

USE ONLY INK AND DO NOT MAKE CORRECTIONS USING CORRECTIVE FLUID OR ANY OTHER MEANS. INCOMPLETE, ILLEGIBLE OR  
CORRECTED FORMS WILL BE REJECTED, RETURNED AND PROCESSING WILL BE DELAYED.

**DO NOT LEAVE ANY BLANKS!**

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Social Security Number \_\_\_\_\_ Classification(s) Applying For \_\_\_\_\_

Describe in DETAIL the applicant's HANDS-ON elevator and/or conveyance work demonstrated to your satisfaction; the necessary knowledge and skill to be fully qualified to perform the work without supervision. Please refer to instructions for further explanation. (Managerial, administrative, estimating, and project management duties alone do not qualify.)

---

---

---

---

*(Please attach a separate sheet if necessary — All attachments must be referred to and signed by the verifier.)*

1. THIS WORK WAS PERFORMED FROM \_\_\_\_ / \_\_\_\_ TO \_\_\_\_ / \_\_\_\_ ☐ PART TIME ☐ FULL TIME Hours per Week \_\_\_\_

WHILE APPLICANT WAS EMPLOYED BY \_\_\_\_\_ CO. LICENSE # \_\_\_\_\_

*Attach a copy of the license. If the applicant's experience is with a company from a state that does not require a license, submit proof/verification that the company is active/valid.*

2. ADDITIONAL WORK EXPERIENCE INFORMATION ATTACHED ☐ YES ☐ NO (ALL PAGES MUST BE SIGNED BY VERIFIER)

3. APPLICANT'S POSITION WHILE PERFORMING WORK: **(CHECK ✓ ONE)**

☐ APPRENTICE ☐ JOURNEYMAN ☐ FOREMAN ☐ SUPERVISOR ☐ OTHER \_\_\_\_\_

4. I HELD THE FOLLOWING POSITION WHILE APPLICANT WAS PERFORMING THE WORK: **(CHECK ✓ ONE)**

☐ EMPLOYER ☐ CONTRACTOR ☐ FOREMAN ☐ SUPERVISOR ☐ OTHER \_\_\_\_\_

*Contractors must attach a copy of their current state license. If your position with the company does not require a license, submit proof/verification of your position with the company. (Corporation papers, W2, Business Card, etc.)*

In making this certification for \_\_\_\_\_ (candidate name), I \_\_\_\_\_  
(person certifying), have not relied on statements made to me by applicant or third parties, and swear under penalty of perjury that the information provided in this certification is true and correct to the best of my personal knowledge. I understand that my license may be subject to discipline if the information given and attested to by me herein is determined to be intentionally misleading or fraudulent.

Signature of Person Certifying \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

**NOTARY:**

Subscribed and sworn before me on \_\_\_\_\_ SEAL

**Notary Public**

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