

Journeyman Elevator Mechanic Certificate Application Instructions

In New Mexico, elevator, 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.

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.

ONE: Complete packet. A JOURNEYMAN ELEVATOR MECHANIC CERTIFICATE APPLICATION packet must include:

1. Complete, legible, **signed, and notarized** Journeyman certificate 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 General Building Work Experience verification form.
 - 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 journeymen must have the required experience for the specific classification(s) of work the certificate will cover. Work experience requirements are FOUR YEARS (8,000 hours) for JEM.

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.

Parallel: If you are already an active, licensed NM EV98 QP, you may apply for the Journeyman certificate which parallels your existing certificate. You do not need a Work Verification Form. See *Question 3(b)*

3. There is an application fee of \$75.00 per classification
4. 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.

Two: Submit a complete packet, by mail or in person, 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.

Three: 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.

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

Five: Submit passing exam score reports.

1. Once you receive passing score reports for **all** required exam(s), you must submit the score report(s) to PSI 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 you will have to file for an extension by submitting a new Journeyman Elevator Mechanic Certificate Application (new affidavit not required). *See question 3(a)*
3. If you report passing scores within six months, you will receive your certificate(s) by USPS.
4. Scores are valid for one (1) year; however, you must still have an active approval to be issued.

Six: 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.

JOURNEYMAN ELEVATOR MECHANIC CERTIFICATE APPLICATION

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

PLEASE PRINT CLEARLY. USE ALL CAPITAL LETTERS.

If you need to **CHANGE** an answer, please circle the **CORRECT** answer and initial the change

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. APPLICANT'S HISTORY:

Name _____ Email _____

- a. Are you applying for an **EXTENSION** for your approval to test? _____ **NO** _____ **YES**
- b. **PARALLEL:** Do you hold an active EV98 Qualifying Party Certificate attached to a valid NM license? If "yes", provide the NM License # _____ **NO** _____ **YES**
(Work Verification Form is not required).
- c. Have you completed the **NAEC CETT program**? If "yes", attach a copy of the current certificate. (Work Verification Form is not required). _____ **NO** _____ **YES**
- d. Have you completed the **IUEC program and hold a mechanic's card**? If "yes", attach a copy of the current certificate/card. (Work Verification Form is not required). _____ **NO** _____ **YES**
- e. Are you a New Mexico certified Journeyman? If "yes", 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 unresolved complaints with CID or in any other state? _____ **NO** _____ **YES**
- k. Has your license or certificate ever been revoked in any other state? _____ **NO** _____ **YES**
- l. Have you ever been convicted of a disqualifying felony pursuant to *NMAC 14.6.3.8 F*? _____ **NO** _____ **YES**

If you have answered "yes" to g-l, or "no" to f, please submit a detailed explanation with documentation.

OFFICIAL USE ONLY:

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

APPROVAL IS VALID UNTIL: ____/____/____

BY: _____

- m. Are you a graduate of an electrical trade school? *If "yes", provide the following information.*
 Name of School: _____
 Address of School: _____ ☐ NO ☐ YES
Please attach official transcripts.
- n. Are you a graduate of an apprenticeship program? *If "yes", provide the following information.*
 Name of Program: _____
 Address of Program: _____ ☐ NO ☐ YES
- o. Have you previously taken the New Mexico Electrical Journeyman (EE98J) exam?
 If "yes", what was the date of the exam? _____ ☐ NO ☐ YES
- p. Are you applying for a Journeyman Refrigeration (JR) Certificate?
 If "yes", you must attach proof of your EPA certification for refrigerant recovery. ☐ NO ☐ YES

3. **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 certificate holder (including without limitation change of address, change of contact information, change of name), and failure to do so can result in administrative action up to and including revocation of the certificate affected by the change.

Applicant Signature _____

Please print your full name _____

Date _____, 20____

4. **NOTARY**

County of _____

State of _____

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

 Notary Public

SEAL

My commission expires _____, 20____

5. **PAYMENT:** An application fee of **\$75** 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 #. _____

Expiration Date: _____ Card Verification: _____ 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.