New Mexico Construction Industries Division
2550 Cerrillos Road, Santa Fe NM 87505 | 505-476-4700
5500 San Antonio Dr. NE, Albuquerque NM 87109 | 505-222-9801
505 S. Main St. Ste. 103, Las Cruces NM 88001 | 575-524-6320
rld.nm.gov | CID.PERMITHELP@rld.nm.gov

EV98 QUALIFYING PARTY APPLICATION

Contractor quick guide | What to submit, where to send it, and what happens next

Who needs this? Every license must have at least one Qualifying Party (QP) for each work classification. The QP must meet the experience requirement and pass the required exam(s).

1 BUILD A COMPLETE PACKET

- **Completed, legible QP application** - signed and notarized.
- **Work Experience Affidavit(s)** - completed, legible, signed and notarized. Use one affidavit per employer/affiant and do not leave blanks.
- Use the Elevator Work Experience verification form. Acceptable affiants include current or former employers, supervisors, foremen, or other contractors.
- Experience must generally be legal work performed while employed by a contractor licensed in the trade. Limited exceptions may apply for military, out-of-country, or homeowner experience; contact PSI.
- **EV98 experience requirement:** 4 years (8,000 hours).
- **Fees:** $30 application + $6 certificate = $36 total. Each exam has a separate fee.
- Include a self-addressed, stamped, letter-size envelope with enough return postage.

TRAINING PROGRAM OPTION

- If you completed NAEC Certified Elevator Technician Training (CETT) or IUEC and hold a mechanic's card, include a copy of the certificate/card. A Work Experience Affidavit is not required, but the EV98 exam is still required.

2 DELIVER THE PACKET

- Hand-deliver or mail the complete packet to:

PSI
9550 San Mateo Blvd. NE, Suite F, Albuquerque, NM 87113

- Incomplete, incorrect, or insufficient packets will be returned.

3 WATCH FOR APPROVAL

- After PSI accepts the application, verifies experience, and clears eligibility, PSI will email approval to test.

4 SCHEDULE AND PASS TESTS

- After approval, pay for, schedule, take, and pass all required exams. Schedule at psiexams.com or call 877-663-9267.
- All new QP applicants must also pass the PSI Business & Law test OR complete an approved Business & Law course and obtain a completion certificate.

5 FINISH CERTIFICATION

- Submit passing score reports/course certificates with a Contractor License Application or Status Change Form.
- Complete all certification requirements within 6 months of PSI approval or fees are forfeited. If approval expires, submit an extension request with fees.
- Exam scores are valid for 1 year.

AVOID DELAYS

- If you are unsure which classification applies, submit a Classification Determination Request form with a detailed description of the work.
- Have experience forms notarized in duplicate and keep one original for your records.

FINAL CHECK

☐ Application signed + notarized
☐ Affidavit(s) or CETT/IUEC proof
☐ $36 in fees
☐ Return envelope included

Questions and forms can be found at public.psiexams.com or by calling PSI at: 877-663-9267