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

JOURNEYMAN ELEVATOR MECHANIC APPLICATION

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

Who needs this? In New Mexico, elevator work must be performed by, or under the supervision of, someone certified in the classification of work being performed.

1 BUILD A COMPLETE PACKET

- **Completed, legible JEM 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 General Building 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.
- **JEM experience requirement:** 4 years (8,000 hours).
- **Fee:** $75 per classification. Each required exam has a separate fee.
- Include a self-addressed, stamped, letter-size envelope with enough return postage.

EXEMPTIONS / ALTERNATE PATHS

- NAEC CETT or IUEC mechanic's card: include a copy of the certificate/card. No exam or Work Experience Affidavit is required.
- Parallel application: if you are an active New Mexico EV98 Qualifying Party attached to a valid license, you may apply for the parallel JEM certificate without a Work Verification Form.

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.
- Each exam requires a separate fee. CETT and IUEC licensed mechanics are exempt from the exam.

5 FINISH CERTIFICATION

- Submit all passing score reports to PSI and keep copies for your records.
- Submit scores within 6 months of PSI approval. Otherwise, the application fee is forfeited, and you must apply for an extension. A new affidavit is not required.
- Scores are valid for 1 year, but your approval must still be active. If submitted on time, PSI mails the certificate by USPS.C

6 CERTIFICATE TERM

- The New Mexico Journeyman Certificate is active for 3 years, through the last day of the month of issuance.

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 exemption proof
☐ $75 in fees
☐ Return envelope included

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