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BOARD OF ELECTRICAL EXAMINERS

APPLICATION PROCESS FOR OBTAINING A PUTNAM COUNTY ELECTRICAL JOURNEYMAN LICENSE

There are three steps involved in the process of becoming an Electrical Journeyman in Putnam County.

First, the Electrical Board must review your application and **proof of your experience**.

The application fee is **\$150**. Please provide:

- Application Form – completely filled out by you.
- Proof of Employment Form – filled out by employer.
- Proof of **five (5) full years** in the electrical trade, including completion of attached worksheet. Proof can be in the form of, but not limited to:

- w-2 tax forms
- Social Security statements
- Letter from employer(s) - **Notarized**
- **Notarized** statements of hours worked from employers or from benefit funds detailing experience.
- **Notarized** examples of jobs performed on company letterhead

THESE MUST BE ON ORIGINAL EMPLOYER LETTERHEAD FROM CONTRACTORS and NOTARIZED

- Inspection certificates – 5 residential, 5 commercial, at a minimum
- Resume
- Copy of driver's license – If address on license is different than home address, please provide documentation that reflects current home address (i.e. utility bill, cable bill, bank statement, etc.).
- Check or money order (no cash accepted) in the amount of **\$150** made payable to: **Commissioner of Finance**

The above process can take between three to six months. Fees are subject to change.

Second, if the Electrical Board approves your application, you will be eligible to take the Journeyman Electrician's test. The testing fee is \$115.00 + \$5.00 credit card processing fee, payable directly to testing provider.

Third, once you pass the test, you will be eligible to obtain a Putnam County Electrical Journeyman License. You must be a Putnam County Electrical Journeyman before you can test for a Master Electrician license.



COUNTY OF PUTNAM
 Office of Consumer Affairs | Electrical Board
 110 Old Route 6, Bldg. #3
 Carmel, NY 10512
 (845) 808-1617
<http://www.putnamcountyny.gov/consumer-affairs/>

| FOR OFFICE USE ONLY | |
|--|---|
| Munis Acct. No. _____ | Agent/Op. No. _____ |
| Munis Lic. No. _____ | Bill No. _____ |
| Fee Amount: _____ | Batch No. _____ |
| <input type="checkbox"/> Co. Check # _____ | <input type="checkbox"/> Pers. Check #: _____ |
| <input type="checkbox"/> M.O. number _____ | |
| <input type="checkbox"/> Credit/debit card author code: _____ | |
| Proof of Home Address/Driver's License <input type="checkbox"/> Y <input type="checkbox"/> N | |
| C of D on file: <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A | |
| Processed: _____ | |

APPLICATION TO APPLY FOR ELECTRICAL JOURNEYMAN EXAM – STEP ONE
(To be completed by journeyman applicant)

Name: _____

Home Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Company Name: _____

Company Street Address: _____

City: _____ State: _____ Zip: _____

Company Phone: _____ Co. Email: _____

Have you ever had a professional or vocational license suspended, refused, or revoked? YES NO
 If yes, explain: _____

Have you ever been convicted of any crime, felony, or misdemeanor? YES NO
If yes, include a certified copy of your Certificate of Disposition. _____

AFFIDAVIT

In consideration of being granted a Putnam County Master's or Low Voltage Lmted. Data Comm. Technician's license, it is agreed that the applicant will comply with the rules and regulations of the Putnam County Electrician's law.

I certify that the information on this application is true and accurate and understand that any incomplete, inaccurate or false information may cause the registration to be delayed, denied, suspended or revoked.

PENALTY FOR FALSIFICATION – Falsification of any statement made herein is an offense punishable by a fine and/or imprisonment.

SIGNATURE OF APPLICANT: _____

DATE: _____



BOARD OF ELECTRICAL EXAMINERS
Proof of Employment Form for Journeyman
(To be completed by a Master/Recip Licensed Electrician)

Date: _____

Name of Master Electrician: _____ Lic. No: _____

Company Name: _____

Company Address: _____

City/State/Zip: _____

Company Phone No.: _____

Company Email: _____

_____ is an employee of the above company.

Name of Employee

The dates of employment have been as follows: _____ to _____.

Full-time employee Part-time employee

By signing this form I attest, under penalty of law, including the possible suspension or revocation of my license, that, to my knowledge, all the statements contained herein are true and accurate, and that if requested by the Putnam County Electrical Board, I will be able to provide the payroll records to prove the dates of employment.

_____ Signature of Master Lic. Holder

Requirements to Apply to Test for a Putnam County Electrical Journeyman or Master Electrician License

PLEASE PROVIDE THE FOLLOWING INFORMATION AS A RESUME OF YOUR WORK EXPERIENCE IN RESIDENTIAL, COMMERCIAL AND INDUSTRIAL ENVIRONMENTS.

Where have you installed electrical wiring?

Please list the type of work you have installed in a residential environment:

- Kitchen – new and/or renovation
- Bathroom – new and/or renovation
- New construction (rough-ins) vs. whole house rewiring

HVAC systems

Please list all types of HVAC equipment you have wired. Please include:

- Split systems – heating and cooling
- Geo systems – heating and cooling
- Hydro - heating and cooling

Services

Please itemize what types of electrical services – New and/or Upgrades - you have installed and *include voltages, amp and phases*, and whether in residential, commercial and/or industrial environments.

Panel boxes

How many panel boxes have you installed, and have they been in residential/commercial or industrial environments?

Generators

Please list the types of generators you have installed and include the size of the installation and whether in a residential/commercial or industrial environment.

- Include number of portable generators installed
- Include number of standby generators installed
- Indicate if solar portable generator installations

Motors

Please list the types of motors you have installed and indicate size, voltage, phase and type of controls.

Emergency Repair Work

- Have you done any emergency repair work?
- Have you interacted with the utility companies?
- If yes, please describe the type of work.

Swimming Pools

Please list the types of swimming pool installations you have completed indicating whether above-ground or in-the-ground pools and/or hot tub installations.

THE ELECTRICAL BOARD MAY REQUEST THAT YOU ATTEND AN ELECTRICAL BOARD MEETING TO PRESENT THE WORK EXPERIENCE LISTED IN YOUR RESUME

PUTNAM COUNTY – Board of Electrical Examiners Worksheet to Determine Years of Experience

Name of Applicant: _____ Date: _____

Name of Current Master: _____ License Number: _____

Check One: _____ Master Electrician Exam (7.5 years' experience required)
 _____ Electrical Journeyman Exam (5 years' experience required)
 _____ Low Voltage/Data Comm. Exam (4 years' experience required)

Please complete the following table.

| Dates of Employment | Employer Name / Job Title | Full Time or Part Time | Residential (R) Commercial (C) or Industrial experience (I) | Salary Amount |
|---|----------------------------------|-------------------------------|--|----------------------|
| From: To: Total no. of yrs or no. of wks: _____ | | | | |
| From: To: Total no. of yrs or no. of wks: _____ | | | | |
| From: To: Total no. of yrs or no. of wks: _____ | | | | |
| From: To: Total no. of yrs or no. of wks: _____ | | | | |
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