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(845) 808-1617, x 46025

## Board of Electrical Examiners

July 2020

Dear Putnam County Electrical Journeyman:

This is a reminder that your Putnam County Electrical Journeyman license expires September 30, 2020.  
**We will no longer be mailing renewal packets.**

Please follow the instructions below to download and print your 2020 RENEWAL PACKET or SHELIVING AFFIDAVIT from the Putnam County website.

- . Go to: <http://www.putnamcountyny.com/consumer-affairs/downloads/>
- . Under Electrical Examiners, click: 2020-2022 Electrical Journeyman renewal packet or Shelving Instructions
- . Download and print

If you do not have access to a computer to download a renewal packet, you can obtain one from our office.

REMEMBER: You need to have completed **two** Continuing Education Classes (CEU) prior to renewal. If you renewed for a 2018-2020 license, you would have taken a class in 2018. This would cover you for the 2018-2019 period of your current journeyman license. Therefore, you will need to take another CEU for the 2019-2020 period of your current journeyman license, prior to renewing.

This is a two (2) -year registration and the fee for the 2-year registration is \$100.  
**YOU MUST RENEW OR SHELVE YOUR LICENSE** (See below).  
Please submit your renewal application promptly.

Your renewal must include the following:

- Renewal Application Form – completely filled out
- Child Support Obligations Form – completely filled out
- Copy of driver's license – Ensure that address on driver's license matches address on application. If not, please provide proof of home address with utility bill, cable bill, etc.
- Copy of your Continuing Education Certificate (CEU)**
- Check or Money Order (no cash accepted) in the amount of \$100.00 made payable to: *Commissioner of Finance*.  
Credit card payments accepted in office only.

**Incomplete applications will be returned unprocessed and may be subject to a late fee.**

**There is a late fee of \$50 for renewal applications received between October 1, 2020 to December 31, 2020.**

**Failure to renew or shelve your license by December 31, 2020 may result in the revocation of renewal privileges. After that date, you may have to reapply for the journeyman license, meet all the necessary qualifications and pass the journeyman exam.**

According to Section 145-10 (H) in the Putnam County Law:

Revocation of renewal privileges. Failure to renew a license issued under the provisions of this chapter within ninety (90) days after expiration thereof may result in the complete revocation of all *renewal privileges* hereunder. Any person desiring a license after such revocation of privileges may be required to reapply for licensure in accordance with the provisions of this chapter, including the payment of all applicable fees and successful reexamination.

If you have any questions, please contact the Office of the Electrical Board by email at [athena.arvan@putnamcountyny.gov](mailto:athena.arvan@putnamcountyny.gov).

Please write Electrical Journeyman renewal question in the subject line of the email.

Revised 6/25/20 File name: 2020-2022 Electrical Journeyman renewal packet



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

FOR OFFICE USE ONLY	
License No. _____	Fee Amount: _____
<input type="checkbox"/> Co.Check #: _____	Pers.Check# _____
<input type="checkbox"/> Money Order _____	
<input type="checkbox"/> Credit card conf. no: _____	
Driver's License: <input type="checkbox"/> Y	Child Support: <input type="checkbox"/> Y
CEU Certificate 2018-2019 on file: <input type="checkbox"/> Y	
CEU Certificate for 2019-2020 attached: <input type="checkbox"/> Y	
C of D: <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	
Processed: _____	

**APPLICATION FOR ELECTRICAL JOURNEYMAN LICENSE RENEWAL: 2020-2022**

Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Company name and address: \_\_\_\_\_

Company phone number: \_\_\_\_\_ Company email: \_\_\_\_\_

<b>Did you submit a Continuing Education class certificate in 2018 with your 2018-2020 renewal?</b>	<b>Yes</b>	<b>No</b>
<b>Did you submit a <u>current</u> Continuing Education class certificate with this renewal?</b>	<b>Yes</b>	<b>No</b>

Where should we mail correspondence that relates to your journeyman license? Above address? Y N Company? Y N  
 Mailing address if different from above: \_\_\_\_\_

Have there been any unsatisfied judgments against you since your last application. Circle one: Yes No  
 If yes, include a certified copy of your Certificate of Disposition.

Have you ever had a professional or vocational license suspended, refused or revoked: Circle one: Yes No  
 If yes, explain: \_\_\_\_\_

PAYMENT Fee: \$100 Check/Money order should be made payable to: Commissioner of Finance

Credit card payments accepted in office only.

If renewal between Oct. 1, 2020 and Dec. 31, 2020: Add an additional \$50.

Mail completed application, child support form, copy of driver's license and CEU certificate, along with a check or money order to: **Putnam County Electrical Board, 110 Old Route Six, Building 3, Carmel, NY 10512**

Any questions, please email: [athena.arvan@putnamcountyny.gov](mailto:athena.arvan@putnamcountyny.gov). Please write *Electrical Journeyman renewal question* in the subject line.

**AFFIDAVIT**

In consideration of being granted a Putnam County Electrical Journeyman license in Putnam County, it is agreed that the applicant will comply with the rules and regulations of the Putnam County Office of Consumer Affairs. I certify that the information on this application is true and accurate and understand that any incomplete, inaccurate or false information may cause the license to be delayed, denied, suspended or revoked. I also acknowledge that I have read and agree to the terms of the updated Putnam County Electrical Licensing Law and the Fee and Civil Penalty Schedule listed on the Putnam County website at [putnamcountyny.com/consumeraffairs](http://putnamcountyny.com/consumeraffairs).

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

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

New York State Department of Labor

Appendix to a License Application  
**The child support obligations (New York State General Obligations Law  
Title 5 section 3-503) do not apply to corporations**

Complete, sign and date this form if you are applying for a license or license renewal.

<b>Applicant</b>	
a. Name:	b. Social Security Number:
c. Title	d. The type of license requested:
e. Business Name (if applicable):	

**Certification**

Are you under an obligation to pay child support? Yes  No   
If yes, complete items 1-4.

I am making payments in accordance with a plan agreed upon by the parties. Yes  No

I am four months or more behind in the payment of child support. Yes  No

My child support obligation is the subject of a pending court proceeding. Yes  No

I am receiving public assistance or supplemental security income. Yes  No

If you are four months or more behind in child support or have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding, you may be subject to suspension of your business, professional and/or driver's licenses.

**Affirmation**

I acknowledge that giving false information is a crime and may result in this license/certificate being revoked.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_