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[www.putnamcountyny.com/consumer-affairs/](http://www.putnamcountyny.com/consumer-affairs/)  
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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.

Please complete the enclosed application form and **supply proof of your experience**. The application fee is **\$150**.

- . Application Form – completely filled out
- . Proof of Employment Form – filled out
- . Proof of **five (5) full years** of w-2s in the electrical trade, including completion of worksheet
- . Copy of driver's license – If address on license is different than home address, please provide documentation that reflects home address, e.g., utility bill.
- . 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 \$100 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 an Electrical Master license.

<p>YEARS OF EXPERIENCE TO APPLY TO TAKE THE <b>ELECTRICAL JOURNEYMAN EXAM</b></p> <p>All applicants must take a written examination of which a minimum grade of 75% is required before issuance of a license.</p>	<p>Applicant must have <b>5</b> years of <b>full-time</b> working experience executing/installing electrical work.</p> <p><b>Experience cannot consist solely of solar installations.</b></p>
<p>YEARS OF EXPERIENCE TO APPLY TO TAKE THE <b>MASTER ELECTRICIAN EXAM</b></p> <p>APPLICANT MUST BE A LICENSED PUTNAM COUNTY <b>ELECTRICAL JOURNEYMAN</b> PRIOR TO TESTING FOR THE MASTER EXAM</p> <p>All applicants must take a written examination of which a minimum grade of 75% is required before issuance of a license.</p>	<p>Applicant must have 7.5 years of <b>full-time</b> working experience executing/installing electrical work.</p> <p><b>Experience cannot consist solely of solar installations.</b></p>
<p>Applicant must be a competent electrician and qualified to do electrical contracting and installation of electrical wiring of all types.</p>	<p>Proof can be in the form of, but not limited to:</p> <ul style="list-style-type: none"> <li>. w-2 tax forms</li> <li>. Letter from employer(s) - Notarized</li> <li>. Social security statements</li> <li>. Notarized statements of hours worked from employers or from benefit funds detailing experience.</li> <li>. Notarized examples of jobs performed on company letterhead – THESE MUST BE ON ORIGINAL EMPLOYER LETTERHEAD FROM CONTRACTORS and NOTARIZED</li> <li>. Inspection certificates – 5 residential, 5 commercial at a minimum</li> </ul>
<p>Applicant must be familiar with and comply with the NYS compensation law, and all other Putnam County Insurance requirements.</p>	<p>Detailed experience must include names, addresses and a description of responsibilities at said jobs.</p> <ul style="list-style-type: none"> <li>. This should show types of work and describe residential, commercial and/or industrial work, or any combination.</li> </ul>
<p>Applicant must be able to comply with the requirements and provisions of the current issue of <i>The National Electrical Code</i> and have knowledge of the provisions of the <i>Resolution for Licensing &amp; Regulation of Master and Special Electricians</i>.</p>	<p>Requirements are the same for Special Electricians: Special electricians are those electricians only employed in a specific plant, municipality or building.</p>



**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	
Fee Amount:	_____
Co. Check #:	_____
Pers. Check #:	_____
<input type="checkbox"/> Credit card conf. no:	_____
<input type="checkbox"/> M.O.	_____
Driver's Lic. (Proof of Res.):	<input type="checkbox"/> Y <input type="checkbox"/> N
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? Circle one: YES NO  
 If yes, explain: \_\_\_\_\_

Have you ever been convicted of any crime, felony, or misdemeanor? Circle one: 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 Tel. No: \_\_\_\_\_

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

\_\_\_\_\_ is an employee of the above company.

Name of Employee

The dates of employment have been as follows: \_\_\_\_\_ to \_\_\_\_\_.

Please circle one:      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

**Putnam County**  
**Board of Electrical Examiners**

**Summary of Work Experience**

Date: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_

Check one: \_\_\_\_\_ Master Electrician Exam (7.5 years required)  
 \_\_\_\_\_ Electrical Journeyman Exam (5 years required)  
 \_\_\_\_\_ Low Voltage/Data Comm. Exam (4 years required)

**Please complete the following W-2 summary table:**

<b><u>Employment History</u></b>	<b><u>Employer Name &amp; Address</u></b>	<b><u>Check off all that apply</u></b>	<b><u>Salary Amount</u></b>
Date of hire (Day/Mo/Yr): _____  Years with this employer: _____		Full time _____ Part time _____ Residential _____ Commercial _____ Industrial _____	
Date of hire (Day/Mo/Yr): _____  Years with this employer: _____		Full time _____ Part time _____ Residential _____ Commercial _____ Industrial _____	
Date of hire (Day/Mo/Yr): _____  Years with this employer: _____		Full time _____ Part time _____ Residential _____ Commercial _____ Industrial _____	
Date of hire (Day/Mo/Yr): _____  Years with this employer: _____		Full time _____ Part time _____ Residential _____ Commercial _____ Industrial _____	
Date of hire (Day/Mo/Yr): _____  Years with this employer: _____		Full time _____ Part time _____ Residential _____ Commercial _____ Industrial _____	
Date of hire (Day/Mo/Yr): _____  Years with this employer: _____		Full time _____ Part time _____ Residential _____ Commercial _____ Industrial _____	
Date of hire (Day/Mo/Yr): _____  Years with this employer: _____		Full time _____ Part time _____ Residential _____ Commercial _____ Industrial _____	