



Board of Electrical Examiners

Application Process for Obtaining a Putnam County ELECTRICAL JOURNEYMAN License - STEP 1

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

First, the Electrical Board must review your application.

- ☐ Complete and sign the enclosed application.
- ☐ Provide Proof of Employment Form – Filled out by employer.
- ☐ Complete Experience Worksheet.
- ☐ Provide proof of 5 years' experience in the electrical trade. Proof can be in the form of:
 - w-2 tax forms
 - Social Security statements
 - Notarized letter from employer(s) documenting number of hours worked and itemizing residential and commercial experience
- ☐ Resume – See attached list of requirements for the type of electrical work to include in your resume.
- ☐ Provide a copy of your driver's license. If the address on your license does not match the address on the application include proof of home address (i.e. Utility bill or bank statement).
- ☐ Application fee is \$150 – Provide check or money order made payable to **Commissioner of Finance**. We do not accept cash. You can pay with a credit card in person at the office.

Second, once the application has been approved by the Electrical Board, you will be notified by email regarding how to register for the Electrical Journeyman exam. The exam must be passed with a score of 75 or higher. The testing fee should be paid directly to the test provider.

Third, once you have passed the test you are eligible to apply for the Putnam County Electrical Journeyman License. The license fee is \$100.

- ☐ To maintain your Electrical Journeyman License, you are required to renew every 2 years.
- ☐ You must take a continuing education course every year and provide certificates of completion with your renewal application.
- ☐ You must hold your license for a minimum of two years before being permitted to shelve.
- ☐ You must renew or shelve your license every two years, or you will forfeit your license and will be required to retest.
- ☐ You must be a Putnam County Electrical Journeyman before you can test for the Master license.

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

MAIL APPLICATION, SUPPORTING DOCUMENTATION, AND APPLICATION FEE TO:

Office of Consumer Affairs | Electrical Board
110 Old Route 6, Building #3
Carmel, NY 10512



PUTNAM COUNTY
Office of Consumer Affairs | Electrical Board
110 Old Route 6, Building 3
Carmel, NY 10512
<http://www.putnamcountyny.gov/consumer-affairs/>
Joanne Elias, Secretary to the Electrical Board
(845) 808-1617, Ext. 46025
joanne.elias@putnamcountyny.gov

FOR OFFICE USE ONLY

Fee Paid: _____ Agent/Op #: _____
Check # ☐ Company ☐ Personal _____
☐ M.O. | ☐ Credit Card: _____
Batch #: _____
☐ Driver's License ☐ Resume ☐ Experience
Application #: _____
Date Processed: _____

Application to Apply for Electrical Journeyman Exam – STEP 1

Name: _____

Home Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Company Name: _____

Company Street Address: _____

City: _____ State: _____ Zip: _____

Company Phone: _____ Company Email: _____

Where should we mail correspondence that relates to your license? ☐ HOME ☐ COMPANY
Mailing Address (if different from above): _____

Have you ever been convicted of any crime, felony, or misdemeanor?

☐ YES ☐ NO | If yes, include a certified copy of your Certificate of Disposition.

AFFIRMATION

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:** _____

Putnam County | Board of Electrical Examiners

Requirements to Apply for the Putnam County Electrical Journeyman or Master Electrician License Exam

Provide a RESUME detailing your work experience in residential, commercial and industrial environments. Use the following information as a guide.

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.

- Number of portable generators installed
- Number of standby generators installed
- Indicate if solar portable generator installations

Motors

Please list the types of motors you have installed. 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

List the types of swimming pool installations you have completed. Indicate 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.

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 years / months _____				
From: To: Total years / months _____				
From: To: Total years / months _____				
From: To: Total years / months _____				
From: To: Total years / months _____				
From: To: Total years / months _____				
From: To: Total years / months _____				



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

Name of Master Electrician: _____ License #: _____

Company Name: _____

Company Address: _____

City/State/Zip: _____

Company Phone: _____

Company Email: _____

_____ is an employee of the above company.
Name of Applicant

The dates of employment are as follows: _____ to _____.

Please check 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 Electrician: _____ **Date:** _____