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Board of Electrical Examiners 2025 SHELIVING INSTRUCTIONS Master Electrician & Low Voltage / Limited Data Comm Tech

Attached is the **2025 SHELIVING AFFIDAVIT** for Master Electricians and Low Voltage / Limited Data Communications Technicians.

The signed affidavit must be returned to this office by **December 31, 2024**.

The fee for shelving your license is \$50.00 per year.

If received between January 1st – March 31st, 2025, there will be a late fee of \$25. Failure to shelve within 90 days after the expiration date may result in revocation of your license.

Check or Money Order should be made out to the COMMISSIONER OF FINANCE. Cash is not accepted. Credit card payments are only accepted in the office.

NOTE: Westchester Electricians who reciprocate with Putnam County do **NOT** need to shelve.

IMPORTANT: If you have maintained a shelved status for five (5) consecutive years, you must include a letter addressed to the Electrical Board explaining the reason for your continued shelving request.

According to Putnam County Electrical Law, 145-19 (G): Licensees can shelve in consecutive years for a maximum of five (5) years without Board approval. If the licensee wishes to extend shelving beyond five (5) years, the licensee must submit a letter to the Board providing a satisfactory reason for continued shelving.

If you choose to shelve your license, you are not eligible to work in Putnam County. If you are found working without a license, you may be subject to a fine.

Beginning in 2019, any Master Electrician who shelves their license will be required to take a Continuing Education Class (CEU) for each year of shelving. Certificates issued by the CEU provider will provide proof of the completion of the required class. Copies of these certificates must be included in any renewal or reactivation of the license.

If you have any questions, do not hesitate to contact the office at the above number Monday through Friday from 8:00 a.m. to 4:00 p.m.



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
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FOR OFFICE USE ONLY	
License #: _____	Old License #: _____
Munis #: _____	Agent/Op #: _____
Fee Paid: _____	Check # <input type="checkbox"/> C <input type="checkbox"/> P _____
<input type="checkbox"/> M.O. <input type="checkbox"/> Credit Card: _____	
Batch #: _____	# of Yrs Shelved: _____
CEU <input type="checkbox"/> Y <input type="checkbox"/> N	
Date Processed: _____	Shelving Year: 2025

MASTER ELECTRICIAN & LOW VOLTAGE / LIMITED DATA COMM TECH 2025 SHELIVING AFFIDAVIT

Check One & Indicate License #: Master # _____ Low Voltage/Limited Data Comm # _____

This Affidavit must be signed by a licensed Master Electrician or Low Voltage/Limited Data Communication Technician seeking to voluntarily inactivate his or her license under Putnam County Electrical Law.

I, the undersigned, fully acknowledge and understand by my signature affixed below, that in addition to my written request and explanation to inactivate or shelve my license in accordance with Putnam County Electrical Law, I am prohibited from doing any work in Putnam County that was authorized by my prior active electrical license. I am fully aware that if I am found doing such work during the period of time that my license is voluntarily shelved, I will be violating the law and shall be subject to the fines and penalties of an unlicensed person, because I will not have a valid license to do such work.

As of 2019, for Master Electricians, I fully acknowledge that I am obligated to complete all required hours of continuing education during the time that my license is shelved. I also acknowledge that if I do not complete the required continuing education hours during the time my license is shelved, I will not be able to reactivate my license.

During the period of voluntary shelving of my license, I will be eligible to work under another Master License holder provided I obtain a Journeyman or Helper license to do so. Without such, I will be violating the law and shall be subject to the fines and penalties of an unlicensed person.

Have you provided a Continuing Education Certificate for this year? Yes No

Have you shelved your license for 5 consecutive years? Yes No

If YES, submit a letter requesting continued shelving, contingent upon approval from the Electrical Board.

Name: _____

Home Address: _____ City/State/ZIP: _____

Cell Phone: _____ Email: _____

Company Name: _____ Company Phone: _____

Company Address: _____ City/State/ZIP: _____

AFFIDAVIT

In consideration of being granted SHELIVING of a Putnam County Master Electrician or Low Voltage Limited Data Communications Technician 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:** _____