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www.putnamcountyny.gov/consumer-affairs/



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joanne.elias@putnamcountyny.gov

Board of Electrical Examiners 2024-2026 RENEWAL Process for ELECTRICAL JOURNEYMAN License

All licenses **EXPIRE September 30, 2026**. Applications received after September 30th are subject to a late fee.

This is a two (2) year registration. The fee is \$100. You must **RENEW** or **SHELVE** your license by the expiration date.

REMINDER: You need to have completed **two (2)** Continuing Education Classes (CEU) prior to renewal. If you renewed for a 2024-2026 license, you would have taken a class in 2024. This would cover you for the 2024-2025 period of your current journeyman license. Therefore, you will need to take another CEU for the 2025-2026 period of your current journeyman license, prior to renewing.

Please use this checklist to complete the enclosed application and return it with the documents required. INCOMPLETE APPLICATIONS WILL BE RETURNED.

- APPLICATION** – Completed & signed
- Complete and sign the **CHILD SUPPORT FORM** pursuant to NYS General Obligations Law, Section 3-503.
- Copy of a valid **DRIVER'S LICENSE**. If the address on license is different than the home address on application, provide **proof of residence** showing name and home address (i.e. utility/cable bill, bank statement, etc.).
- Copies of annual **CONTINUING EDUCATION CERTIFICATE(S)**
- PHOTO** of the licensee
 - Provide headshot in JPEG format. Photos with hats or sunglasses will **NOT** be accepted.
 - Email photo with first & last name of applicant in subject line to: Joanne.Elias@putnamcountyny.gov
- Check or money order for the **\$100 LICENSING FEE** made payable to: **COMMISSIONER OF FINANCE**. Credit card payments are only accepted in person at the office.
 - If the application is submitted between October 1st and December 31st add a **\$50 LATE FEE**.
- Mail completed application, required documents and payment to:
Office of Consumer Affairs | Electrical Board
110 Old Route 6, Building #3
Carmel, NY 10512

Failure to renew or shelve within 90 days after the expiration date may result in revocation of your license. 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.



PUTNAM COUNTY
 Office of Consumer Affairs | Electrical Board
 110 Old Route 6, Building 3
 Carmel, NY 10512
<http://www.putnamcountyny.gov/consumer-affairs/>

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joanne.elias@putnamcountyny.gov

FOR OFFICE USE ONLY – Year: <u>2024-2026</u>	
License #: _____	Old License #: _____
Munis #: _____	Agent/Op #: _____
Fee Paid: _____	Batch #: _____
<input type="checkbox"/> M.O. <input type="checkbox"/> Credit Card: _____	
Check # <input type="checkbox"/> Company <input type="checkbox"/> Personal _____	
CEUs <input type="checkbox"/> Driver's License <input type="checkbox"/> Photo <input type="checkbox"/>	
Child Support <input type="checkbox"/> Cert of Disposition <input type="checkbox"/> Y <input type="checkbox"/> N/A	
Date Processed: _____	

ELECTRICAL JOURNEYMAN LICENSE 2024-2026 RENEWAL APPLICATION

Name: _____ License # _____

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): _____

Which two (2) years are your Continuing Education Certificates from?
 2024 2025 2026

Have there been any criminal convictions or *pending* criminal convictions against any individual, partner, and/or corporate officer *since your last application*?
 YES NO | If yes, include a certified copy of your Certificate of Disposition.

Have there been any unsatisfied judgements against you *since your last application*?
 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?
 YES NO | If yes, explain:

AFFIDAVIT

In consideration of being granted a Putnam County Electrical Journeyman License, it is agreed that the applicant will comply with the rules and regulations of the Putnam County Electrical 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 license 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:** _____



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 new license or license renewal.

<u>APPLICANT</u>	
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? If yes, complete items 1 – 4 YES NO
1. I am making payments in accordance with a plan agreed upon by the parties YES NO
2. I am four months or more behind in the payment of child support YES NO
3. My child support obligation is the subject of a pending court proceeding YES NO
4. 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 licenses.

AFFIRMATION

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

SIGNATURE OF APPLICANT: _____ **DATE:** _____