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Board of Electrical Examiners ELECTRICAL JOURNEYMAN 2024-2026 SHELIVING INSTRUCTIONS

Attached is the **2024-2026 SHELIVING AFFIDAVIT** for Putnam County Electrical Journeymen.

The signed affidavit must be returned to this office by **September 30, 2024**.

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

If received between October 1st and December 31st, 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.

According to Putnam County Electrical Law, 145-10(H): 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.

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

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 Electrical Journeyman 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, please contact the Office of Consumer Affairs by phone or email:
(845) 808-1617, Extension 46025 | Joanne.Elias@putnamcountyny.gov



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 Term: 2024-2026

ELECTRICAL JOURNEYMAN 2024-2026 SHELIVING AFFIDAVIT

This Affidavit must be signed by a licensed Electrical Journeyman 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 Journeyman 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 Electrical Journeymen, 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 a Master License holder provided I obtain an Electrical 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: _____ License #: _____

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 Electrical Journeyman 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:** _____