



Board of Electrical Examiners 2026-2028 RENEWAL Process for ELECTRICAL JOURNEYMAN License

All licenses expire on September 30, 2026. This is a two-year registration with a \$100 fee. Applications submitted after the expiration date will incur a late fee. You must renew or shelve your license by the deadline.

REMINDER: A Continuing Education (CEU) class is required every year to maintain an active license. For the 2026–2028 renewal, you must include CEU certificates for 2025 and 2026.

Please use the checklist below to complete the enclosed application and return it with all required documents. **Incomplete applications will be returned.**

- ☐ **APPLICATION** – Completed & signed
- ☐ **CHILD SUPPORT FORM** – completed & signed, pursuant to NYS General Obligations Law Sec 3-503.
- ☐ Copy of a valid **DRIVER'S LICENSE**. If the address on the license differs from the home address listed on the application, include **proof of residence** showing your name and home address (such as a utility or cable bill, bank statement, etc.).
- ☐ Copies of 2025 and 2026 **CONTINUING EDUCATION CERTIFICATES**
- ☐ Provide a **PHOTO** only if you would like to update the picture on your license. Photo requirements are:
 - ☐ Provide a headshot in JPEG format. Photos with hats or sunglasses will **NOT** be accepted.
 - ☐ Email the photo with applicant's first and last name in the 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 submitting the application between October 1st and December 31st add a \$50 LATE FEE.**
- ☐ Mail the 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 your license within 90 days after the expiration date may result in revocation of your license. After that time, you may be required to reapply, meet all current qualification requirements, 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/>
Joanne Elias, Secretary to the Electrical Board
(845) 808-1617, Ext. 46025
joanne.elias@putnamcountyny.gov

FOR OFFICE USE ONLY – Year: 2026-2028	
License #:	Old License #:
Munis #:	Agent/Op #:
Fee Paid:	Batch #:
☐ M.O. ☐ Credit Card:	
Check # ☐ Company ☐ Personal	
CEUs ☐ Driver's License ☐ Photo ☐ Y ☐ N/A	
Child Support ☐ Cert of Disposition ☐ Y ☐ N/A	
Date Processed:	

ELECTRICAL JOURNEYMAN LICENSE 2026-2028 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): _____

Have there been any criminal convictions **or** pending criminal convictions 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, occupational or trade license suspended, denied or revoked?
☐ YES ☐ NO | If yes, explain:

AFFIRMATION

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:** _____

Division of Safety and Health
License and Certificate Unit
Harriman State Office Campus
Building 12, Room 161A
Albany NY 12240
(518) 457-2735

WE ARE YOUR DOL



www.labor.ny.gov
license&certificate@labor.ny.gov

Appendix to a License/Certificate 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 license/certificate or license/certificate renewal.

Applicant's Information

Last name: _____ First name: _____ Middle initial: _____

Social Security number: _____

The type of license/certificate requested: _____

Business: _____ Title: _____

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: _____ Date: _____