

How Do I go about applying for my license tests?

1. **EMAIL CARRIE** your full name and the license(s) you want the affidavit for. **Due to so many of our members testing Carrie cannot take walk-ins any longer.** (carrie@jatc412.com)
2. Your affidavit is only good for six months. Do not apply for more tests that you think you can get done in six months
3. Carrie will draw up your paperwork and give it to me for signature verifying your work hours
 - a. You need a minimum of 4000 work hours to be eligible to sit for the state exam(s)
 - b. If you have a certificate of completion from CNM, SFCC, SJCC, the state will grant you 1 year of field experience so then you only need 2000 actual work hours.
 - i. To be eligible for this, you must turn in a copy of your certificate **with** your affidavit
4. When you pick up your affidavit from Carrie, you will answer the questions on the application.
 - a. If you pick up your paperwork in ABQ – Carrie can notarize the documents for you at that time.
 - b. If you have the documents mailed to you – Follow the instructions Carrie gives to you for the paperwork. **DO NOT SIGN YOUR PAPERWORK UNTIL YOU ARE IN FRONT OF A NOTARY.** You can then take them to your bank, and they should notarize it for you for free.

What do I do with the paperwork now?

1. Now you need to take your paperwork to PSI in person or mail it in.
 - a. You can pay your application fee by Cash, Check Money Order or Credit Card.

- i. Save any receipt you get for your payment. You may need this later if they lose your paperwork unfortunately.
2. You will receive confirmation that you are eligible for your test via email or card
3. Once you receive this confirmation, follow the instructions to sign up for your test.
 - a. Each test you take you must pay for online.
 - b. The pipefitters test is just one written test.
 - c. The Gasfitter is two tests, one written and one hands-on.
 - d. The Plumber is two tests, one written and one hands on.
 - e. The Refrigeration test is just one written test

After I pass a test, what do I do now?

1. Once you complete and pass a written test, you will get a printout from the proctor. DO NOT LOSE THAT SHEET.
2. If you also have a hands-on test, you will have to wait for your paperwork to come in the mail. DO NOT LOSE THAT SHEET.
3. Once you have passing paperwork for;
 - a. Pipefitter – Passing written test paperwork
 - b. Refrigeration – Passing written test paperwork
 - c. Plumber – Passing written and hands-on paperwork
 - d. Gasfitter – Passing written and hands-on paperwork
 - e. JPG (Journeyman Plumbing & Gasfitting – Passing written and hands-on for both gas and plumbing (4 documents)

4. Take your paperwork to PSI and request your license. NOTIFY the training center that you are waiting for your license. Sometimes they can generate your license on the spot, if not, you will have to wait for it in the mail.

5. SEND A PICTURE OF YOUR LICENSE TO THE TRAINING CENTER SO WE CAN TRACK YOUR COMPLETION OF A REQUIREMENT.