



## Examples of Proof of Experience Which May Qualify You To Take a Licensing Examination

*If you have any questions about whether your proof is sufficient,  
please call our Trades Licensing Division at (914)995-2657  
or visit our office at 110 Dr. Martin Luther King Jr. Blvd.,  
Room 340, White Plains, New York 10601*

### **For A Master Electrician's License:**

Examples of proof of experience in order to qualify to take the Electrical License Examination are, but are not limited to, any of the following:

- W-2 forms
- 1040 forms
- Business tax statements
- Notarized business records
- A total of 11.5 years of experience
- Notarized statements of hours worked from benefit funds
- Social Security records
- Certified copies of licenses held
- Notarized letters stating you worked as a journeyman for 7.5 years under a licensed Master Electrician. **The form letter included with the application must be used.**

**\*All of the above must include license number and where license is held.**

### **For A Master Plumber:**

Examples of proof of experience in order to qualify to take the Mater Plumber Licensing Examination are, but are not limited to, any of the following:

- 10 years total experience
- W-2 forms
- 1040 forms
- Business tax statements
- Notarized business records
- Notarized statements of hours worked from benefit funds
- Social Security records
- Certified copies of licenses held

### **For a Journeyman Certification:**

Examples of proof of experience in order to qualify to take the Journeyman Certification Examination are, but are not limited to, any of the following:

- 5 years total experience
- W-2 forms
- 1040 forms
- Business tax statements
- Notarized business records
- Notarized statements of hours worked from benefit funds
- Social Security records
- Notarized letters stating you worked as a journeyman for five years under a licensed Master Plumber. **This form letter included with the application must be used.**

**\*All of the above must include license number and where license is held.**