

## **5 Steps to Obtaining Your New Mexico JSM Journeyman Sheet Metal License**

### **Step 1. Sign up for the exam.**

In order to sit for a contractor's exam in the state of New Mexico, you must have the required number of years of practical or related experience for the specific classification(s) you are applying for and your experience must be within the last ten (10) years.

To qualify to take the Journeyman Sheet Metal exam, candidates must have two (2) years of FULL-TIME experience. Candidates must submit an experience affidavit and a qualifying party certificate application to Contractors' Licensing Services, Inc. (CLSI). Contact CLSI for the appropriate forms:

Contractors' Licensing Services, Inc.  
3211 Coors Blvd SW, Suite A-3  
Albuquerque, NM 87121  
Tel: 505-452-8311  
Fax: 505-452-8310  
[www.contractorsnm.com](http://www.contractorsnm.com)

Upon eligibility determination by CLSI, Thomson Prometric will provide approved candidates with a Candidate Information Bulletin including the exam registration, scheduling and exam content information. Candidates must then register for their exam with Thomson Prometric by Internet, phone, fax, mail or hand-delivery to the Thomson Prometric Albuquerque or Santa Fe office. For examination questions, contact:

Experior  
3311 Candelaria NE, Suite C  
Albuquerque, NM 87107  
(800) 324-4597  
Fax: (505) 833-7696  
<http://www.experioronline.com>

**Exam fees:** The fee required to take this exam is \$95.23.

### **Step 2. Purchase the required books for your exam.**

To find out what documents and books the State of New Mexico requires for this exam, follow this link to the list of documents and books on your state's exam page of our website: <http://www.constructionbook.com/contractor-license/new-mexico/index.asp>. You must purchase these documents and books in preparation for the exam and bring them with you on testing day for the open book portions of the exam.

### **Step 3. Start studying!**

To fully prepare for your exam it is best to thoroughly study the required documents and books, as well as any recommended studying materials. The amount of preparation time needed will be different for each individual. Be sure to allow yourself enough time to fully prepare for the exam.

#### Step 4. Follow the rules.

You should arrive 15 minutes before your scheduled exam time on testing day. Candidates must follow these additional rules:

- Present an official, valid government-issued picture identification with signature (i.e., driver's license, passport, state identification or military identification).
- Only approved references are allowed during the examination. Photocopies of reference materials may NOT be used. No handwritten or additional notes are allowed in the reference books (no letters, words, diagrams, etc.). Any reference material that has been written in during the examination will be confiscated. Highlighting and permanent tabbing is acceptable prior to the exam. Please note that Post-it notes are not permanent and will not be allowed. Sharing reference materials is not allowed. Reference materials will be checked at the examination site before and after the examinations.
- Candidates may use a calculator or slide rule. Only silent, handheld, solar or battery-operated, non-programmable calculators (without paper tape-printing capabilities or alphabetic keypads) may be used. Calculators will be available at the test center.
- Thomson Prometric is not responsible for items left in the reception area of the testing center. While lockers are provided, it is recommended that personal items not be brought into the testing center.

#### Step 5. Good luck on the exam!

A content outline for this trade examination will be included with your eligibility packet. Questions are based on the study references listed.

The written portion is an open book exam consisting of 50 questions with a two-hour time limit. The exam covers the following subject areas:

<b><u>Subject area:</u></b>	<b><u>Percentage of exam:</u></b>
Duct Fabrication	25
Duct Installation	30
Vents and Combustion Air	15
Fire and Smoke Dampers	10
Blueprints	10
Layout and Math	10

The practical exam will consist of the following:

***Shop project with a two-hour time limit:*** Construct one of three fittings chosen by drawing numbers. One sheet of metal will be provided. NO extra metal will be given if a candidate makes a mistake. Fittings are: Sq. round, round cone roof track and/or flat roof jack with "Chinese cap" at 30° pitch.

***Drawing project with a two-hour time limit:*** Candidate sketches two drawings of their choice. One is an elbow. The second is based on scale transitions. Grading is on a point systems and is determined by neatness, detail and accuracy.