Steps to apply for a MA Journeyman or Systems Technician license
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1. Get 272 Forms totaling **8,000 hours** for Journeyman License or **4,000 hours** for Systems Tech License.

   - 272 form for ELECTRICAL work experience:
   https://bostonjatc.com/wp-content/uploads/2019/09/1A-Blank-272-Form-EL.pdf
   - 272 form for SYSTEMS work experience:
   https://bostonjatc.com/wp-content/uploads/2019/09/1A-Blank-272-Form-TC.pdf

2. Fill out the license application form: **https://bostonjatc.com/wp-content/uploads/2020/06/License-App-Revised-June-2020.pdf**
   Attach a recent, 2" x 2" photo of yourself with a plain background.
   The Application Form will need to be notarized. There are notary public services in most banks.

3. Obtain a copy of your high school diploma or equivalency (**OR** a copy of your high school transcript)

4. When above items are complete, request a school certificate from the JATC by emailing **tricia@ibeweducation.com**.

5. Email above items to PSI at **MAELapps@PSIonline.com**
   Tip: There is a scan feature in the iPhone Notes App that creates clear PDFs of your documents.

6. Create an account at **www.psiexams.com**. Log in and check your status periodically. Once you are approved, you can schedule your exam right through www.psiexams.com.

7. You have ONE YEAR from the **date of approval** to pass the exam. Upon **taking** the exam, email a photo of the license or test results to **tricia@ibeweducation.com**. Pay rate increases go into effect **the day after** you email proof of taking the exam, not retroactive back to the date of the test.
   <u>Apprentices are responsible for notifying the JATC office upon obtaining their license.</u>

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After submitting your application, the following methods should be used to check your status:

1. Log in to the account you created in Step 6 above. If you see "No Activity Found" that means you have not been *approved* yet. It does not mean that they have not received your application.

2. If more than two months has passed since you submitted your application, **we suggest emailing the following to ask for the status of your license application**:

   – Board of State Examiners of Electricians: **Electricians.board@mass.gov**
   – PSI at **Examschedule@psionline.com** and **MAELApps@psionline.com**

The JATC does not have access to your online PSI account or the status of your license application.