

DRAFT APPLICATION FOR ELEVATOR MECHANIC LICENSE

Contact Information

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Proof of Eligibility

To be eligible to obtain an elevator mechanic license you must provide documentation you meet one of the following eligibility criteria. Please check the box next to the criteria you claim eligibility under:

1. **I hold an active elevator mechanic license from a state approved by the commission.**
To date, the commission has not approved licensure from any other state, but the commission has denied approval for Kentucky. To obtain a determination of equivalency, please submit a request for consideration elevamuse@dhs.in.gov.

[if box is checked, which it should not be until a state is approved, require a copy of the state's certification to be uploaded]

2. **I have successfully completed the following elevator mechanic program:**

National Association of Elevator Contractors (NAEC) Certified Elevator Technician (CET) Certification Program; or

National Elevator Industry Educational Program

[if either box is checked, require documentation demonstrating completion]

3. **I have successfully completed the written competency examination, and I have the following training or experience:**

I have at least 3 years documented work experience in the elevator industry in construction, maintenance, and service or repair;

[this option will be traditionally utilized by individuals who performed mechanic work outside of Indiana (in a state Indiana does have reciprocity with) or for elevator apprentices who have

worked under a mechanic in Indiana. If this box is checked, required the following additional information:]

Period of relevant work experience:

Start Date: _____ End Date: _____ (NA if still working)

Duties performed during this period (check all that apply):

construction (assembly or installation) maintenance service or repair

Provide a detailed overview of the specific job duties you performed during this period.

Upload one of the following types documentation:

1. A signed letter by your employer, or the mechanic overseeing your work, that details your work experience (job duties, period of employment); or
2. Copies of tests, reports, or job tickets identifying you as performing construction, maintenance, and service or repair during the requisite time period.]

I have at least 18 months experience in the elevator industry in **construction, maintenance, and service or repair** and have at least 3 years of experience in a related field that is **certified** by a licensed elevator contractor; or

[this will only be utilized by individuals who gained experience under a licensed elevator contractor in IN Indiana. If this box is checked, required the following additional information:]

Period of work experience in the elevator industry in construction, maintenance, and service or repair:

Start Date: _____ End Date: _____ (NA if still working)

Duties performed during this period (check all that apply):

construction (assembly or installation) maintenance service or repair

Provide a detailed overview of the work experience you have in construction, maintenance, and service or repair.

Upload one of the following types documentation:

1. A signed letter by your employer, or the mechanic overseeing your work, that details your work experience (job duties, period of employment); or
2. Copies of tests, reports, or job tickets identifying your experience in construction, maintenance, and service or repair during the requisite time period.

Name of the elevator contractor who will certify you have 3 years of experience in a related field:

Provide a detailed overview of the specific duties you performed during this period and job titles held. You must also include the period in which you performed each duty and held any job title: [upon receipt of this information a notification will go to the licensed contractor who must verify the details you provided before your application can be processed]:

[] I have completed an apprenticeship program that is registered with the Bureau of Apprenticeship and Training of the US Dept. of Labor or a state apprenticeship program that the commission has determined is at least equivalent to three years of work experience in the elevator industry in construction, maintenance, and service or repair.

[if this box is checked, require documentation showing completion]

[if any of the three boxes are checked, require documentation demonstrating passage of the written competency examination]