



NOTICE

TO: All Indiana Licensed Elevator Contractors
FROM: Matthew R. Cronley, Regulated Equipment and Devices Section Chief, IDHS
DATE: December 7, 2020
RE: Temporary Elevator Mechanic Licensing

This notice is intended to provide an overview of the temporary elevator mechanic licensing program established in IC § 22-15-5-13. Specifically, this notice is intended to emphasize the requirements for obtaining a license, how often a license may be renewed, and potential sanctions that may be ordered for violating program requirements.

If you have any questions regarding this notice, please email the Regulated Equipment and Devices Section at elevamuse@dhs.in.gov.

Requirements to Obtain a Temporary Elevator Mechanic License

In order to obtain of temporary elevator mechanic license, a contractor must:

1. Be unable to secure a licensed elevator mechanic to perform the work (this requires that you put forth your best effort to obtain a licensed mechanic); and
2. Ensure that the individual who will receive the license has sufficient documented experience and education to perform elevator construction, maintenance, or service and repair.

In addition to these requirements, the individual receiving the license and the contractor must also certify the truthfulness of the information.

Expiration Date of License and Renewals

A temporary mechanic license expires 60 days after it is issued and is only valid for work performed by the licensed contractor who made the certifications on the application. Temporary licenses can be renewed for a maximum of two additional 60-day periods (180 days total) if the elevator contractor is still unable to obtain a licensed contractor to perform the work, despite their best efforts.

In order to ensure the temporary license is not used as a means to avoid the general licensure process, a temporary license may only be issued to an individual one time and may only be renewed in consecutive 60-day periods. Therefore, once a temporary license is expired, it cannot be renewed.

Sanctions

Pursuant to IC § 22-15-5-16, if it is found that a contractor engaged in fraud or material deception in order to obtain a temporary mechanic license for an individual, or a contractor otherwise failed to comply with the laws governing this program, the following sanctions may be imposed: (1) permanent revocation or suspension of the contractor’s license; (2) censure or reprimand; (3) issuance of a fine; or (4) placement on probation.