

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

BOARD OF INDUSTRIAL TRADES – ELEVATOR



APPLICATION INSTRUCTIONS AND FORMS FOR ALL LICENSE TYPES IN THE - ELEVATOR TRADES IN THE DISTRICT OF COLUMBIA

Your interest in becoming licensed in the Elevator Industry in the District of Columbia is welcome. We look forward to providing expedient and professional service. However, the quality of our service is dependent on the completeness of your application. Please read the instructions carefully. All fees are earned when paid, and cannot be transferred or refunded except as specified in these instructions.

Follow the instructions provided below and complete all sections in order to apply for an Elevator Trades license in the District of Columbia.

THE APPLICATION PROCESS

Upon submission of the required application documents, the DC Board of Industrial Trades – Elevator Trades will review your application. Upon final approval of your application, you will either be issued a license to practice in the District of Columbia or be authorized to sit for the District of Columbia Elevator examination (Elevator Mechanic and Elevator Inspector applicants only).

If you submit an application that is incomplete or otherwise deficient, Pearson VUE's processing staff will notify you of the deficiencies. If the Board has any additional questions or concerns, they will contact you directly.

Important Notice: In order to complete your application online, be prepared to upload all required documents (*see the last page of the instructions*) at the time of application submission. **PRIOR TO BEGINNING YOUR ONLINE APPLICATION**, prepare all documents for uploading. i.e. scan and save documents in the following formats (pdf, jpg). Any missing documentation will cause a delay in the completion of your application. Once your application has been submitted, you may not return and upload documents at a later time. Additionally, an application cannot be saved and completed at a later time.

WHERE TO FILE AN APPLICATION: www.pulseportal.com

You may use any computer with internet access to file an application. For best results open the link provided above with **Internet Explorer**. If you have any questions, call **Pearson VUE's toll-free** Customer Service line at 1-877-540-5834 between 8:00 a.m. and 5:00 p.m. EST Monday through Friday. Please read these instructions carefully to facilitate prompt processing of your application.

EXAMINATIONS AND FILING DEADLINES

All applicants, except Elevator Contractors and temporary applicants must pass the DC examination. **There is no reciprocity with any other jurisdiction.** All examinations will be administered via computer. Examinations will be scheduled on a first come, first served basis. It is your responsibility to file an online application, exam scheduling form, fees and supporting documents correctly and completely.

Your completed Examination Scheduling Form and examination fee, must be submitted directly to Pearson VUE. You will NOT be billed for the examination fee. If you are approved by the Board to sit for the examination, you will receive your *Authorization to Test Letter* directly from the Examination Unit. This notice will

provide instructions on how to schedule your examination. You must schedule and sit for your examination within thirty (30) days of receipt of your Authorization to Test.

If a candidate does not show for the examination as registered he/she will be marked absent and must file a new application with the Board as a re-examination applicant and pay the required re-examination fee.

SPECIAL ACCOMODATIONS

When requesting Special Accommodations for Examinations, you must submit you request along with your application and provide a psychoeducational assessment.

REFERENCE MATERIAL

“Until rules are promulgated pursuant to 47-2853.96 the Board will issue reference material for the examinations.”

GENERAL REQUIREMENTS FOR LICENSURE

All applicants in the District of Columbia shall meet the following requirements:

1. Applicant must be at least 18 years of age; and
2. Applicant must not have been convicted of a crime or moral turpitude which bears directly on the applicant's fitness to be licensed; and
3. Applicant must submit an on-line application, including required supporting documents and total fee.

All applicants, except Elevator Contractors, must submit the following in order to be considered for licensure:

4. A passport-type photos of the applicant's face, measuring approximately 2" x 2" (if the photos must be uploaded or mailed, with the applicant's name must be printed on the back). Home snapshots or computer photographs are not acceptable;
5. Certificate of Moral Character (From 6609-37) must be completed by three individuals (who are not related to the applicant) attesting to the applicant's character.

Individuals seeking an apprentice program should contact the Agency noted below to be enrolled into an elevator/escalator apprentice program.

District of Columbia
Department of Employment Services
Apprentice Information and Training Staff
4058 Minnesota Ave NE, Suite 3900
Washington, DC 20019

Pending License Applications

Pending license applications will become invalid after 90 days if the application has not been completed due to failure to submit required materials. Should the applicant wish to pursue licensure after that time, she/he must submit and pay the required fee once again.

ADDITIONAL REQUIRMENTS FOR ELEVATOR MECHANIC WAIVER APPLICANTS

BY CERTIFICATE

A certificate of completion of an apprenticeship program for Elevator Mechanic registered with the Bureau of Apprenticeship Training, U.S Department of Labor, the District of Columbia Apprenticeship Council, or an equivalent state's apprenticeship council.

BY EXPERIENCE

1. Worked as an Elevator Mechanic for 2 years in any combination of construction, maintenance, or repair without direct supervision and for an employer licensed to do business in the District, within the previous 3 years;
2. Notarized employment verification letters on company letterhead containing the following information;
 - a. Dates of employment
 - b. Description of duties performed in detail
 - c. Signature of a currently licensed Elevator Contractor/Elevator Mechanic
 - d. Elevator Contractor/Elevator Mechanic's license number and state of licensure
3. Provide copies of W-2s for proof of work experience within the 3 previous years.

BY PROFESSIONAL LICENSE IN OTHER STATE(S)/ JURISDICTIONS(S)

Provide proof of a valid license from a state having standards substantially equal to those of the District of Columbia. Use Verification of Licensure (Form B) (Form 6609-36) or the form provided by jurisdiction where you are licensed.

BY EXAMINATION

Pass the examination required by the Department of Consumer and Regulatory Affairs.

ADDITIONAL REQUIREMENTS FOR ELEVATOR INSPECTOR APPLICANTS

Provide a copy of current QEI certificate; meet the current QEI-1, Standards for the Qualification of Elevator Inspectors, or equivalent.

ADDITIONAL REQUIREMENTS FOR ALL ELEVATOR CONTRACTOR APPLICANTS

1. Local Representative Affidavit must be completed and notarized. Applicant must complete this form only if their home address is outside of the District of Columbia.
2. Original Certificate of registration or Letter of Good Standing for your corporation or Limited Liability Company (LLC). The certificate or Letter of Good Standing may be obtained via the Office of Corporations located at 1100 4th St. SW, Washington DC 20024, (202) 442-4432. You can also visit www.dcre.dc.gov.
3. Sole proprietors have to provide a Letter of Registration from Finance and Revenue and a Trade Name (DBA) Certificate from DC Corporation Division.
4. State other names, past and present, used as an Elevator Contractor. You must submit verification that all outstanding permits have been completed. Please use the Elevator Contractor Name(s) Certification form to document this information.
5. An original "Elevator Contractor Bond" in the amount of: **\$4,000 - Elevator Contractor**.
6. The surety bond expiration date must coincide with the expiration date of your license, example 11/30 (ODD year). The Power of Attorney form MUST submitted with the bond and all corrections/deletions on the bond must be signed and sealed by the Attorney-in-Fact

7. Provide the name of your DC licensed Elevator Mechanic working for your Elevator Contractor business (Form 6609-38).

ADDITIONAL REQUIREMENTS FOR ELEVATOR TEMPORARY MECHANIC APPLICANTS

1. Worked as an Elevator Mechanic for 2 years in any combination of construction, maintenance, or repair without direct supervision and for an employer licensed to do business in the District, within the previous 3 years.
2. Provide notarized employment verification letters on company letterhead containing the following information:
 - a. Dates of employment
 - b. Description of duties performed in detail
 - c. Signature of a currently licensed Elevator Contractor/Elevator Mechanic
 - d. Elevator Contractor/elevator mechanic's license number and state of licensure
3. Each emergency license shall be valid for a period of 30 days from the date of issuance for particular elevators or geographical areas designated by the board.

COMPLETING THE LICENSE APPLICATION

Section 1. Requested License Type / Fees

- a. The methods for becoming licensed in the District of Columbia are outlined below.

Examination (E)	Successful completion of the DC Elevator Mechanic examination. Inspector's must pass the national qualified Elevator Inspector (QEI) examination.
Re-Examination (R)	Successful completion of the DC Elevator Mechanic or Elevator Inspector Examination on the second or a later attempt and meet other requirements.
Other (O)	All Temporary Elevator Mechanic and Contractor applicants are not required to take the DC examination. Other requirements must be met.
Waiver (W)	Elevator Mechanic applicants for licensure, (Pursuant to 47-2854-96 (b) (2) until rules are promulgated) applicant must meet all requirement as stated in the general requirements

- b. Select from the license types in the table below.

License Abbreviation	License Description
ELM	Elevator Mechanic
ELI	Elevator Inspector
ELC	Elevator Contractor
ELT	Elevator Temporary Mechanic

License Prefix	Examination	Re-Examination	Other	Waiver	Application Fee	License Fee	Examination Fee	Total Due
ELM				X	\$65	\$260	N/A	\$325
ELM	X				\$65	\$260	\$85	\$410
ELM		X			\$65	N/A	\$85	\$150
ELI	X				\$65	\$260	N/A	\$325
ELC			X		\$65	\$260	N/A	\$325
ELT			X		\$65	\$260	N/A	\$325

- c. You may pay the application, license and examination fees (see table above) by credit/debit card online. The application portion of the total fee is **NOT** refundable. The license fee portion of the payment is refundable in the event of final denial of a license or a request from an applicant to close the application request. In the latter event, you will have to file all documents again, should you subsequently decide to apply for licensure. It will take approximately six (6) weeks after denial or withdrawal for you to receive your refund. For your information, the application, exam and license fee portions of each application method are listed above.

If Pearson VUE is unable to process your application because you have failed the exam, you will not automatically receive a refund. Instead, your license fee and all supporting documents will be retained and applied to your next application by Re-Examination. You have three (3) years from the last application submission to meet the licensing requirements or you will have to re-apply as a new applicant.

- d. Should you need to obtain additional copies of your license to comply with laws and regulations pertaining to displaying your license at each office where you conduct business, you may order up to five (5) duplicate licenses (for \$30 fees each, etc.). Mark the “duplicate license” box and indicate the number of duplicates needed on the line provided.

The **Total Due** amount is the fee that must be paid for your DC license to be processed. Your new license fee includes one new license print showing the new effective date and expiration date.

DC Elevator Maintenance licenses expire on November 30 odd numbered years. Your initial license will be valid for the balance of the current renewal cycle. You will be mailed a renewal notice (to your address of record) approximately three (3) months before the expiration of your license/certification. Upon completion of the renewal questionnaire and payment of the renewal fee, your license will be renewed for a two-year period. You should know that you are required by regulation to report all changes of your business or residence address to Pearson VUE on behalf of the Board within thirty (30) days of the change. Pearson VUE will update the address change in your database record. Requests for address change should be made via a letter. Send the letter to Pearson VUE at the address in the middle of page 1. Without an updated address, you may not receive your renewal notice.

Section 2. Applicant Name / Demographic Information

Enter your full legal name exactly as it should appear on your license. Due to an amendment to the D.C. laws (DC Law 13-269 – “Child Support and Welfare Reform Compliance Amendment Act of 2000,” effective April 13, 2001), the Department of Consumer and Regulatory Affairs is now required to collect and maintain Social Security Numbers in licensee files. All applicants must be at least 18 years of age.

Section 3. Previous Names

List any other names you have used in the past on the lines provided. If your name has changed at any point since you first attended a college or university, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents include a marriage certificate, divorce decree, or court order.

Sections 4A. & B. Home Address / Business Address

Include both your home and business addresses in the sections provided. PO Box addresses are not acceptable. You are required by regulation to report all changes of your business or residence address to Pearson VUE on behalf of the Board within thirty (30) days of the change. Address changes must be made via the online service www.pulseportal.com. Should you fail to advise Pearson VUE of your current addresses, you may not receive your renewal notice.

Section 4C. Preferred Mailing Address

In address section, select "Mailing" and enter your preferred mailing address. You must enter a preferred mailing address to receive your license. This will be the address to which all future licensing documents will be mailed. The address that appears on your license will vary by license type. The Elevator Contractor license type will show the BUSINESS address of the Elevator Contractor.

Section 5A. Professional/Trade Schools Attended

List all schools that you have attended (including apprentice training programs, professional and trade schools), beginning with the most recent at the top. This section is not applicable for Elevator Contractors.

Section 5B. Work Experience

List all work experience since graduation from college, university professional or trade schools, in reverse chronological order, beginning with the most recent. This section of the application is not applicable to Elevator Contractors.

To be eligible for an Elevator Mechanic license, an applicant shall furnish evidence of at least one of the following:

1. A certificate of completion of an apprenticeship program for Elevator Mechanic registered with the Bureau of Apprenticeship Training, U.S. Department of Labor, the District of Columbia Apprenticeship Council, or an equivalent state's apprenticeship council; or
2. Worked as an Elevator Mechanic for 2 years in any combination of construction, maintenance, or repair without direct supervision and for an employer licensed to do business in the District, within the previous 3 years; or
3. A valid license from a state having standards substantially equal to those of the District; or
4. Has passed the examination required by the Department of Consumer and Regulatory Affairs.

To be eligible for an Elevator Inspector license an applicant shall furnish evidence of the following:

1. Must meet the current QEI-1, standards for the Qualifications of Elevator Inspectors, or equivalent;

Section 5C. Professional Licenses in Other States / Jurisdictions

If you **have ever been or are currently** licensed in another jurisdiction(s), please submit Verification of Licensure form to the jurisdiction(s) (with fee, if required). This form should be completed by the jurisdiction(s) and submitted with your application.

Section 6. Screening Questions

If you answer "no" to question 1 or "yes" to questions 2 through 9, please provide a complete explanation in the space provided. If more space is required to fully answer questions, upload information where indicated. False or

misleading statements will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC Code 22-2514.

Section 7. Applicant Affidavit

The application must be attested to by the applicant.

Section 8. Supporting Documents Required

Upload required supporting documentation where indicated. Select the correct title from the drop down box to upload corresponding documentation.

TEMPORARY ELEVATOR LICENSES

Applicants may apply for a temporary license upon submitting a complete application and pay the required fees. The Temporary Elevator license is valid for 30 days from the date of issuance. The intent of the temporary license is to allow the applicant to work under emergency circumstances (example: disaster) as an Elevator Mechanic, Elevator Inspector, and or Elevator Contractor.

SUMMARY OF APPLICATION REQUIREMENTS

On the next page is a chart showing the application submission requirements for all application methods. The law governing Elevator Maintenance licensure in the District of Columbia is *DC Code 6-1409+ Regulatory Reform Amendment Act of 2008.* The regulations governing Elevator licensure are included in *DC Municipal Regulations Title 17, Chapter 28.* Any conflict between these instructions and the law and regulations is inadvertent. The law and the regulations take precedence in the event of any inadvertent conflict. Please contact the Occupational and Professional Licensing Administration/Board of Industrial Trades, (202) 442-4320, if you have any questions regarding the interpretation of these laws as they pertain to your particular situation.

ADDITIONAL APPLICATION FORMS

If you need additional copies of the application instructions or forms you may visit Pearson VUE's website at www.pearsonvue.com/dc/industrial_trades or call Pearson VUE's customer service number at 877-540-5834 for online help. The form numbers that make up this package are:

6609-28	Elevator Amendments 2009
6609-30	Elevator Trades, New License Instructions
6609-31	Elevator Contractor Bond Form
6609-32	Local Representative Affidavit
6609-34	Examination Scheduling Form
6609-35	Previous Contractor Name Certification Form
6609-36	Verification of Licensure (Form B)
6609-37	Certificate of Moral Character
6609-38	Employee Certificate Form

**SUMMARY OF SUBMISSION REQUIREMENTS
FOR DC ELEVATOR TRADES INDUSTRIAL LICENSES**

License Type	Application Method	Completed Online Application	One 2" x 2" Photo	Copy of Govt. Issue Photo I.D.	Certificate of Completion of Apprenticeship Program ³	QEI -1	Employment Verification ²	Employee Certificate Form	W2 Forms ⁹	Certificate of Moral Character	Exam Scheduling Form	Bond Forms\insurance	Verification of Licensure ⁷	Certificate of Good Standing ⁴	Elevator Contractor Name Cert. Form ⁵	Local Rep. Affidavit	Name Change Document ⁸	Credit/Debit Card
ELM	Exam	X	X	X	X	O	X	O	X	X	X	O	X	O	O	O	X/O	\$410
	Re-Exam ¹	X	X	X	O	O	O	O	O	O	X	O	O	O	O	O	X/O	\$150
	Waiver	X	X	X	X/O	O	X/O	O	X/O	X	O	O	X/O	O	O	O	X/O	\$325
ELI	Exam - QEI	X	X	X	O	X	O	O	O	X	O	O	O	O	O	O	X/O	\$325
ELC	Other	X	O	O	O	O	O	X	O	O	O	X	O	X	X	X	O	\$325
ELT ⁶	Other	X	X	X	O	O	O	O	O	X	O	O	X	O	O	O	X/O	\$325

X = Required

O = Not required

¹ Re-Examination Applicants need not resubmit supporting documents which were previously included with their original applications via Examination. You have three (3) years from your last application submission to provide the necessary licensure requirements or you will have to re-apply as a new applicant.

² Notarized employment verification letters on company letterhead MUST contain the following information: dates of employment, description of duties performed in detail, Elevator Contractor signature, license number and state of licensure.

³ A certificate of completion from an apprenticeship program from a state, local, or apprenticeship council.

⁴ Original Certificate of Good Standing may be obtained from the Office of Corporations.

⁵ This form is required to ensure that all permits under previous Elevator Contractors' names have been completed.

⁶ Applicants applying for a Temporary Elevator Mechanic license must also submit an application, fees, and supporting documents.

⁷ Verification of Licensure must be provided to show proof of licensure experience at the appropriate license level. Please refer to the experience requirements noted in section 5B, Work Experience.

⁸ Required if applicant's name has changed since attending high school, professional or trade school, college or university.

⁹ Provide copies of W-2s for proof of work experience within the 3 previous years.

¹⁰ An applicant applying for an Elevator Contractor license must provide at least one name of a DC licensed Elevator Mechanic employed to perform the work. Please complete employee certificate form.

All supporting documents for licensure not uploaded during the application submission process should be sent to the following address:

**Pearson VUE
Department DC- ELV
Metro-Plex I, Suite 250
8401 Corporate Drive
Landover, MD 20785**