

Applying for Elevator Mechanic License

In accordance with SPS 305.993(1), a person may obtain a credential as a certified elevator mechanic by either one of the following:

- Method 1 Submitting evidence of completing an elevator apprenticeship program lasting at least four years and recognized under ch. 106, Stats., or recognized by the U.S. Department of Labor.
- Method 2 Completing the necessary hours of experience, taking and passing the elevator mechanic examination.

Method 1 - Completing an Elevator Apprenticeship

Credential Fee (nonrefundable): \$105.00 class code 8260

Make checks payable to: State of WI – DSPS. The credential fee consists of a \$15 application fee and a credential fee of \$90.

ATTACH to this form a photocopy of the Certificate of Apprenticeship or a letter from the Wisconsin Bureau of Apprenticeship Standards stating that you have completed the appropriate elevator mechanic apprenticeship program and the program has been recognized by the department under ch. 106, Stats., or by the U.S. Department of Labor.

Telephone	Address (Please address to Bureau of Apprenticeship Standards Office)		
(920) 832-5303	Fox Valley Technical College	1825 N Bluemound Dr, PO Box 2277	Appleton, WI 54912-2277
(715) 738-3853	Chippewa Valley Technical College	770 Scheider Rd,	Chippewa Falls, WI 54729
(920) 693-1102	Lakeshore Technical College	1290 North Avenue	Cleveland, WI 53015-1414
(920) 492-5618	Northeast Wisconsin Technical College,	PO Box 19042	Green Bay, WI 54307-9042
(262) 564-3210	Gateway Technical College	3520 30 th Avenue	Kenosha, WI 53144-1690
(608) 785-9176	Western Technical College	402 North Eighth Street	La Crosse, WI 54601
(608) 246-3887 & (608) 246-7900	Madison Area Technical College	2125 Commercial Avenue	Madison, WI 53704
(414) 227-4973	State Office Building	819 North 6th St, Room 850	Milwaukee, WI 53203
(414) 768-7190	Milwaukee Area Technical College (MATC) South Campus	6665 S Howell Avenue	Oak Creek, WI 53154
(262) 695-7778	Pewaukee Workforce Dev. Center	892 Main Street, Suite J	Pewaukee, WI 53072
(715) 261-8754	Workforce Development Center	364 Grand Avenue	Wausau, WI 54403
(262) 335-5849	Moraine Park Technical College	2151 N Main Street	West Bend, WI 53090

Method 2 - Completing the Necessary Hours of Experience and Examination

Application and Exam Fee (nonrefundable): \$65.00 class code 8260

Make checks payable to: State of WI – DSPS. The fee consists of a \$15 application fee and an exam fee of \$50. When the exam is passed, the applicant will be asked to pay a \$90 credential fee to obtain the credential.

A person applying for an elevator mechanic license examination shall have been employed for at least 1,000 hours per year for five consecutive years immediately preceding the date of license application and the employment includes elevator mechanic work experience in the each year of the five years.

If the experience you gained spanned more than 12 consecutive months use a separate row for each 12-month period. The time-period must be consecutive years from one row to the next. In the Time Period column fill in the beginning month and year and the ending month and year in which the experience hours were completed. In the Experience Hours column fill in the number of hours claimed for that time period but do not record more than 1000 hours in the column even if you worked more than 1000 hours.

If the hours were witnessed by more than one person, the hours witnessed by each person must be completed on separate rows. Photocopies of this page may be made if you need additional room or would like to mail to witnesses to sign. The witness must have observed or had knowledge of the number for work hours in elevator mechanic level work.

Time Period		Experience Hours	Hours Witnessed by (please print or type)	Signature of Witness	Telephone Number of Witness
Began Month/Yr	Ended Month/Yr				

In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover SPS 5, SPS 316 and SPS 318, Wisconsin Administrative Code; NFPA 70/National Electrical Code – 2008; ASME A17.1 – 2007; ASME A18.1 - 2005 and the Elevator Industry Field Employees Safety Handbook - 2005. The exam is open code book. When there is a change to Wisconsin administrative codes, exams will cover the new code one month after the effective date.

Copies of current Wisconsin administrative code may be obtained from Document Sales, 608-266-3358 or 800-362-7253, and are also available online at <http://dsps.wi.gov/SB/SB-DivCodesListing.html>. The NFPA standard 70 (2008 edition) of the National Fire Protection Association may be ordered from the National Fire Protection Association, 800-344-3555. The Field Employees Safety Handbook (2005 edition) of the National Elevator Industry is available from Elevator World., P.O. Box 6507, Mobile, Alabama 36660, and is also available online at <http://safety.elevator-world.com>.

To Schedule a 2012 exam:

- Choose a city and put a check mark behind the date you would like to take the exam.
- Record a telephone number where you can be reached during the day in case that exam is filled.
- Submit the **fee and application 30 days in advance of the exam date**. Keep a copy of the application for your records.
- If you need special accommodations, contact 608-261-8467, DspsSbCredentialing@wi.gov, prior to sending the application.
- You will receive a letter from S&B when division staff processes your exam request.

Select one: AM (Starts at 8 a.m.) or PM (Starts at 1 p.m.)

Pewaukee (2012) – WCTC Education Center, 800 Main St, Pewaukee, WI 53072

January 25 February 21 March 21 April 23 May 23 June 20 July 25
 August 22 September 26 October 24 November 28 December 19

Eau Claire (2012) – The Plaza Hotel & Suites, 1202 W Claremont Ave, Eau Claire, WI 54701

February 7 April 10 June 12 August 14 October 9 December 11

Green Bay (2012) – Hyatt on Main (formerly Hotel Sierra) 333 Main St, Green Bay, WI 54301

January 10 March 13 May 8 July 17 September 11 November 13

Education Hours Required to Renew: The renewal of a certification as an elevator mechanic shall be contingent upon obtaining at least 12 hours of acceptable continuing education three months prior to the expiration date of their credential which is two years after the start date of your credential. A person, who initially obtained his or her elevator mechanic license by completing an elevator apprenticeship and whose request to renew his or her license is denied because of failure to fulfill the continuing education requirements, shall be required to take and pass the elevator examination in order to reacquire the elevator mechanic license. The renewal of a license as an elevator mechanic shall be contingent upon the department’s review of the applicant’s criminal history record from the state Department of Justice.