

Wisconsin Department of Safety and Professional Services

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LicensE Portal: [License.wi.gov](https://license.wi.gov)
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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

ELEVATOR INSPECTOR LICENSE APPLICATION INFORMATION

Requirements for Credential

Per [Wis. Admin. Code § SPS 305.64](#), no person, as an authorized representative of the Department, may provide inspections required [Wis. Admin. Code ch. SPS 318](#) unless the person hold a license issued by the Department as a licensed Elevator Inspector.

A person who inspects conveyances as a licensed Elevator Inspector shall be responsible for all of the following:

- Maintain a record of the inspections made including the dates and the findings of the inspections;
- Provide a copy of the inspection record to the conveyance owner or his or her agent;
- Make available to the department upon request inspection records; and
- Maintain his or her QEI certification.

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

1. **Application and Fees**: Apply and pay fees online in LicensE, <https://license.wi.gov>. Fees will be calculated in LicensE. If needed, you can save your application and complete and submit it later. **NOTE**: If DSPS requests additional documents they must be uploaded within three (3) months from the date they were requested. Failure to do so may result in having to submit a new application and fees.
2. **Certification**: A person applying for an Elevator Inspector license shall submit evidence that they hold a certification in accordance with the procedures established under the standard for the Qualification of Elevator Inspector (QEI-1) from an independent organization acceptable to the Department. Acceptable independent organizations include:
 - The Elevator Industry Work Preservation Fund
 - The National Association of Elevator Safety Authorities International (NAESA International)
 - QEI Service, Inc.

Upload a copy of your current QEI-1 Elevator Inspector certificate.